

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, April 19, 2022

Attendees: Ocean County Library Commission
Ruthanne Scaturro, Chair
Susan L. Hutler (Via Conference Call)
Henry J. Mancini
Timothy McDonald
Bonnie R. Peterson
Paul F. Wolleon

Absent: Christopher J. Mullins, Vice Chair

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director

Presiding: Ruthanne Scaturro, Chair

Mrs. Scaturro read the Open Public Meetings Act at 4:00 p.m.

1. In compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this meeting of the Ocean County Library Commission was provided in the following manner:

1. On January 10, 2022, advance notice of this meeting was posted on the Bulletin Board located in the entrance hall of the Ocean County Library, 101 Washington Street, Toms River, NJ;
2. On January 13, 2022, advance written notice of this meeting was published in the *Asbury Park Press*;
3. On January 13, 2022, advance written notice of this meeting was published in *The Press of Atlantic City*;
4. On January 10, 2022, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
5. On January 10, 2022, advance written notice of this meeting was mailed to all persons who, according to the records of the Ocean County Commission, paid for such notices on or after January 10, 2022;

2. Pledge of Allegiance

3. Roll Call and Announcements

A motion was made to move Item's "A" & "B" in New Business to present Maria Colon and Mary Thompson with their retirement resolutions:

Mr. Mancini
Second: Mr. McDonald

Roll Call: All members answered Aye

Passed unanimously

Ms. Colon and Ms. Thompson were presented with their retirement resolutions by Library Commission Chair Mrs. Scaturro and Library Director Ms. Quinn.

4. Approval of Minutes, Regular Meeting, March 15, 2022 (Copy on file, Library Administration Office)

Motion to approve: Mr. Mancini
Second: Mrs. Peterson

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mr. McDonald,
Mrs. Peterson, Mr. Wolleon, Mrs. Scaturro

Passed unanimously

5. Approval of Financial Statement, March 2022 (Copy on file, Library Administration Office)

Motion to approve: Mr. Mancini
Second: Mr. McDonald

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mr. McDonald,
Mrs. Peterson, Mr. Wolleon, Mrs. Scaturro

Passed unanimously

6. Personnel Actions (Copy on file, Library Administration Office)

Motion to approve: Mr. McDonald
Second: Mr. Wolleon

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mr. McDonald,
Mrs. Peterson, Mr. Wolleon, Mrs. Scaturro

Passed unanimously

7. Approval of Bill Certificate List # 4 (Copy on file, Library Administration Office)

Motion to approve: Mr. Mancini
Second: Mr. McDonald

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mr. McDonald,
Mrs. Peterson, Mr. Wolleon, Mrs. Scaturro

Passed unanimously

8. Ratification of Salary Expenditures (Resolution on file, Library Administration Office)

Motion to approve: Mr. Mancini
Second: Mr. Wolleon

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mr. McDonald,
Mrs. Peterson, Mr. Wolleon, Mrs. Scaturro

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

Baby Yoda Library Cards: Since the end of March 548 Baby Yoda Library Cards have been handed out. Customer feedback has been overwhelming positive. A young man visited the Lakewood Branch, walked over to the desk and said, "This is the coolest thing ever! I'll take a Baby Yoda!". A family visited the Jackson Branch because their school had told everyone about the new Baby Yoda cards. The child informed the Branch that the whole class cheered and that she wanted to be the first in her class to get one. They also made a card for her baby brother.

Prom Dress Drive: Ocean County Library's Prom Dress Drive is currently on-going at the Brick Branch. So far, 277 dresses have been given away. 198 at the Toms River Branch and 79 at the Little Egg Harbor Branch.

Return of Library Programs: Patrons are enjoying the return of library programs to our branches. The Brick Branch received a letter from a library patron who attended the Charlie Zahm Concert, "Salute to Broadway" sponsored by the Brick Friends of the Library. One comment was, "We are lovers of Broadway Music and this was an afternoon delight."

Stafford Branch will celebrate **First Responders Day** tomorrow, April 20, 2022. Patrons can join the library outside as they will be visited by a fire truck, an ambulance, and a police vehicle.

The Waretown Branch provided space for the Ocean Township (Waretown) Senior Services programs due to the temporary closure of their facility.

Read with Pride Adult Book Club: Ocean County Library launches the "Read with Pride Book Club" on April 28, 2022, at 7:00 p.m. at the Toms River Branch to meet the reading needs of all members of our community. Each month will be a different theme and will focus on books featuring prominent LGBTQ+ characters. The book discussion is for those who identify as LGBTQ+ or who simply want to learn more about LGBTQ+ stories and experiences. All are welcome.

Chromebook & Hotspot Lending: The Chromebook / Hotspot Lending Pilot Project has been successful. Since the launch in September 2021 these devices combined have circulated 685 times.

Toms River Makerspace: The Toms River Makerspace held its first Homeschooling STEAM Academy for teens on March 11, 2022. The most popular item was the 3D Lulzbot printer.

Staff Development Day: Ocean County Library's Staff Development Day will be held on Friday, May 13, 2022. This year will be a hybrid of in-person and virtual. All Library Commissioners are welcome to attend.

Courage to Remember Exhibit: The Ocean County Board of Commissioners and the Ocean County Division of Cultural & Heritage invites the Ocean County Library Commission, the Ocean County Library Foundation, and the Ocean County Library's Management Team to attend the Simon Wiesenthal Center's Courage to Remember Exhibit tomorrow, April 20, 2022, at 5:30 p.m.

10. Communications

Mrs. Scaturro reviewed the thank you note card sent from MaryHelen Bavosa's family.

11. New Business

Resolutions

- A. Honoring Maria Colon, Principal Library Assistant, Manchester Branch as she retires on May 1, 2022, after twenty-five (25) years of dedicated service to the Ocean County Library;
- B. Honoring Mary Thompson, Librarian 2, Berkeley Branch as she retires on May 1, 2022, after forty-eight (48) years of dedicated service to the Ocean County Library;
- C. Authorizing a resolution to distribute requests for proposals for the provision of Library Collection Performance Software for the Ocean County Library System;
- D. Authorizing a resolution to solicit formal public bids for up to three (3) Laptop Lending Kiosk units;
- E. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;
- F. Authorizing the Library to apply for the New Jersey Council for the Humanities Democracy Conversations Project (DCP) award matching grant in the amount of \$500.00;

Bid Awards / Change Orders / Contracts

- G. Authorizing a new agreement with Verizon starting July 2022 through the New Jersey State Library's JerseyConnect program;

Approvals

- H. Approving Volumes Meeting Volumes a Family, Career, and Community Leaders of America (FCCLA) service project for Southern Regional High School to place a book

collection bin at the Stafford Branch from Monday, April 25, 2022, through Saturday, May 21, 2022, to collect books for children ages two (2) through eighteen (18);

- I. Approving the Long Beach Island Branch in partnership with Bayview Park to hold three (3) *PJ Parties in the Park* at Bayview Park on Wednesday, June 22, 2022, Wednesday, July 6, 2022, and Wednesday, August 10, 2022, all three (3) starting at 6:00 p.m. In the event of rain the events would move to the Long Beach Island Branch;
- J. Authorizing the Friends of the Island Library (LBI) to purchase and donate a shelving unit to replace the current filing cabinet in the Long Beach Island Branch meeting room;
- K. Authorizing the Friends of the Ocean County Library – Toms River to donate \$1,043.90 for the purchase of five (5) new Mity Lite tables for the Toms River Branch;
- L. Authorizing the Friends of the Ocean County Library – Toms River donate \$308.21 for the purchase of a new mail cart for the Toms River Branch;

Donations

- M. Accepting a donation in the amount of \$250.00 from Wayne & Susan Thress in Memory of Kathy Suchodolski to be used at the discretion of the Toms River Branch;
- N. Accepting a donation in the amount of \$400.00 from Wayne & Carol Dickinson in Memory of Kathy Suchodolski to be used at the discretion of the Toms River Branch;
- O. Accepting a donation in the amount of \$1,352.11 from the Friends of the Ocean County Library – Toms River for the purchase of five (5) Mity Lite tables and a new mail cart for the Toms River Branch;

Approval of Items "C" through "O":

Motion to approve: Mr. McDonald
Second: Mr. Wolleon

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mr. McDonald,
Mrs. Peterson, Mr. Wolleon, Mrs. Scaturro

Passed unanimously

12. Old Business – No Old Business

13. Public Comment – No Public Commented

14. Closed Session. No Closed Session

15. Other: Review of Commission By-Laws Proposed Changes: Article III, Section 8: telephonic attendance at meetings.

Mr. Feurey stated that the Library Commission can have members attend meetings virtually. He spoke with members individually and recommended two (2) meetings per year for virtual attendance.

The Library Commissioners discussed how many meetings a year could be attended virtually. They all stressed the need to meet as often as possible in-person and recommended between two (2) and four (4) meetings attended virtually per year.

Mr. Feurey will draft proposed changes to the Commission By-Laws and send to the Library Commissioners to vote on at the next meeting.

16. Move to adjourn: Mr. Wolleon
Second: Mr. Mancini
- Roll Call: All members answered Aye
- Passed unanimously

The meeting adjourned at 4:26 p.m.

Respectfully submitted,



Harry T. Applegate Jr., Secretary
Ocean County Library Commission