

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, June 21, 2022

Attendees: Ocean County Library Commission
Ruthanne Scaturro, Chair
Susan L. Hutler
Henry J. Mancini
Timothy McDonald
Paul F. Wolleon

Absent: Christopher J. Mullins, Vice Chair
Bonnie R. Peterson

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Jerry Conaty, Holman, Frenia, Allison, P.C.

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

Ms. Quinn announced the following:

Two (2) staff members were in attendance to witness a Library Commission Meeting as part of their studies in Library School.

Alice Choma, retired Principal Library Assistant, Beachwood Branch passed away at the end of May. She retired last year after twenty-five (25) years of dedicated service to the Library. She was a beloved member of the Ocean County Library family and a friend and mentor to many staff and will be dearly missed.

Janet Knutsen, retired Principal Library Assistant, Toms River Branch Circulation passed away at the end of May. She was a longtime circulation supervisor at the Toms River Branch and had many friends during her time here. She trained many current Library staff in circulation services and leaves a legacy of excellence in her memory. Janet retired from Ocean County Library in 2011. She will be missed.

James F. Fosbre, Jr., longtime Ocean County Library Foundation member passed away last week. Jim was a strong advocate for the Ocean County Library and was dedicated to the important role of the library in the Community. He knew many of our staff especially those at the Toms River, Berkeley, and Beachwood branches. He will be missed.

Ms. Quinn and Mrs. Scaturro asked for a moment of silence in remembrance of Alice, Janet, and Jim.

4. Presentation by Holman, Frenia, Allison, P.C.: 2021 Library Audit

Mr. Conaty spoke about the 2021 Audit for the period ending on December 31, 2021. The review found no findings of significant deficiencies, material weaknesses, or instances of noncompliance.

Mr. Mancini thanked Ms. Quinn and Ms. Jennifer Woodman, Budget Officer for a great job and he was pleased with the outcome.

Mr. Conaty left the meeting.

5. Approval of Minutes, Regular Meeting, May 17, 2022 (Copy on file, Library Administration Office)

Motion to approve: Mr. McDonald

Second: Mrs. Hutler

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

Abstain: Mr. Mancini

Passed unanimously

6. Approval of Financial Statement, May 2022 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

Motion to approve: Mrs. Hutler
Second: Mr. Wolleon

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

Passed unanimously

8. Approval of Bill Certificate List # 6 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

Retirements: Marjorie McAllister, will be retiring on July 1, after twenty-four (24) years of service to the Library and Debra McHugh, will be retiring on July 1, after nineteen (19) years of service to the Library. They were unable to be present today and their resolutions will be presented to them at another time.

Agenda Items: Today's agenda contains several items for planned system technology and facilities projects.

The Friends of the Jackson Library are requesting permission to donate \$10,263.38 to the Jackson Branch for the purchase of new chairs and tables for the Quiet Study Room.

Monthly Initiatives: The library commemorated Asian Pacific Islander Heritage Month, Pride Month and Juneteenth with programs and book displays around the library system. The library has done this for over twenty-five (25) years as part of our longstanding mission to support diversity and inclusion by serving the reading and programming needs of all members of the community.

2022 Summer Reading: The summer reading program "Oceans of Possibilities" began June 1. We are looking forward to having our in-person programs back again this summer to encourage reading by children and teens in our community. The theme is all things aquatic which is especially relevant for Ocean County.

Education Initiative Update: This reflects the reinstatement of library visits to schools and school visits to the library following two years of the cessation of these activities due to the pandemic.

Toms River Branch Youth Service's staff attended their first in-person classroom outreach in over two (2) years. Staff read stories, sang songs, and shared the joy and wonder of the Ocean County Library with eighty-five (85) students at the O.C.E.A.N., Inc. Head Start Child Development Program in Toms River. They also visited Hooper Avenue Elementary School for a "Ready 2 Rock" Kindergarten event. Hundreds of incoming kindergarteners and their caregivers from six (6) Toms River Schools learned about library resources, programming, summer reading, and more.

Department Head Cassie Runkel-Mechler met with the manager of Toms River Communities that Care Project to discuss Library involvement with the organization, including hosting workgroup meetings. She also attended the organization's Youth Involvement workgroup meeting where community representatives discussed potential programs and initiatives geared toward fostering parent-child bonds.

Barneget Branch hosted a class visit with three (3) classes from the Russell O. Brackman Middle School, and one (1) class from the Robert L. Horbelt Elementary School.

Berkeley Branch Youth Services visited each Pre-K class in the Bayville School District reaching almost five hundred (500) students. The Branch was featured as part of Bayville Elementary School's "Screen Free Week." Approximately fifty (50) children and their families stopped by the library to sign up for library cards and check out books.

Brick Branch Katherine Kehoe, Brick Youth Services Librarian attended the ESL (English as a Second Language) Parent Advisory Committee Family Information Night on May 25. Mary Kane, Brick Township Schools Supervisor for K-5 English Language Arts & Social Studies and K-12 ESL/Bilingual programs, reached out to form a partnership with the library to support the

growing ESL population in Brick Township. Future visits to schools and Family ESL nights were discussed as part of a continuing partnership to address the needs of the community.

Island Heights Branch Island Heights Grade School students and teachers have resumed their weekly visits to the Branch for story times and library instruction.

Jackson Branch Jackson Youth Services collaborated with the local Sunbeam Christian Preschool to display their class artwork for the month of May.

Lacey Branch Young Adult Services Librarian, Colleen VanRiper, attended Parent Academy at the Lacey Township High School. In conjunction with educators and administrators from the school this panel discussed the importance of literacy and gave tips on how to help students become better readers.

Lakewood Branch: Cathi Sheridan, Branch Manager led tours for over fifty (50) ESOL (English for Speakers of Other Languages) students. Ana Maria Sanchez, Youth Services Librarian, translated information into Spanish when needed. Youth Services staff visited twenty (20) classrooms at Piner Elementary School to share information about library services and promote Summer Reading programs. Ana Maria also attended a County Council for Young Children meeting to share information about library services to Spanish-speaking parents. She focused on the importance of reading to young children and developing early literacy skills, and the different types of materials and programs available at the library.

Little Egg Harbor Branch Youth Services Librarian, Kate Sanchez attended the Pinelands and Little Egg Harbor Special Education informational session and informed them of the Autism Resources Fair and website. Teen Librarian, Kristen Crepezzi, visited four (4) 7th grade ELA classes to showcase library services and demonstrate some of our databases.

Plumsted Branch donated five (5) bags of books to the Ocean County Library Sparks' BFF Book Club, which provides books for children and teens in Ocean County who are taken into state protective care.

Point Pleasant Beach Branch Manager, Matt Willbergh, gave a tour of the branch to Spanish-speaking students from the G. Harold Antrim Elementary School on May 5. Students applied for library cards and checked out items at the end of the tour.

Point Pleasant Borough Branch Youth and Young Adult services staff met with the Point Pleasant School District's Summer Reading team. This partnership between the Point Pleasant schools and the Library has fostered a great working relationship and collaboration focused on promoting literacy in our community. Branch staff attended the Youth Wellness Council outreach event at Point Pleasant High School sharing ways teens can use the library to destress. Eighth (8th) grade students from the Honors English class at Memorial Middle School visited the Branch for library tours and a Libby demonstration as requested by the teacher. Students wrote about the experience and shared their excitement for visiting the library.

Stafford Branch Youth Services held, "First Responders Day" in which local fire fighters, EMTs, and police officers demonstrated how emergency response vehicles work. Children and families had the opportunity to climb inside and test the vehicles' functions including sirens. Youth Services staff also hosted, Storytime with Therapy Dogs outdoors. Families enjoyed the storytime, songs, bubbles, and of course meeting five (5) registered therapy dogs. Tuckerton and Stafford Youth Services Librarians visited Eagleswood Elementary School Pre-K thru 6th grade student classrooms to read stories, sing songs, and talk about summer reading and signing up for library cards.

Tuckerton Branch Tuckerton Elementary School classes visited the Tuckerton Branch for story time and to learn about the Summer Reading Club and Branch Manager Donna Majchrzak participated in the Tuckerton Elementary School Preschool Advisory Board meeting.

Toms River Branch Makerspace Librarian Jessica Petrecca held a program for Girl Scouts of the Jersey Shore Troop 1735. A demonstration of the 3D printer was provided, along with a variety of STEM and STEAM activities. The cadets who participated were eligible for their STEAM Career Exploration Badges.

Adult and Senior Services: Brick Branch held their Crafts for Adults with Special Challenges program again, for the first time in over two (2) years. Eighteen (18) participants created beautiful watercolor artwork while socializing and catching up. Many of the attendees had not seen each other since March 2020 and were delighted to be together again.

Little Egg Harbor Branch staff attended the Little Egg Harbor 18th Annual Senior Informational Expo on May 4. They handed out many giveaways, information about the library, and the resuming of in person programs. Approximately three hundred (300) people came by the table to see the library.

OCL Senior Services HBVS program surveyed the assisted living facilities that it currently serves to find out interest in returning to pre-COVID services which includes in-person services. Five assisted living centers are ready to resume browsing set-ups in their facilities with a mask requirement for library staff that visit. The remaining centers are choosing to continue with door-side exchanges at this time.

Ms. Quinn thanked the Library staff for all of the hard work that they have been doing and without them, these programs would not be possible.

11. Communications – No Communications

12. New Business

Resolutions

- A. Honoring Marjorie McAllister, Library Page, Stafford Branch as she retires on July 1, 2022, after twenty-four (24) years of dedicated service to the Ocean County Library;
- B. Honoring Debra McHugh, Senior Library Assistant, Stafford Branch as she retires on July 1, 2022, after nineteen (19) years of dedicated service to the Ocean County Library;
- C. Authorizing a resolution to solicit formal public bids for Outdoor Library Book Drops and Carts for various library branches;
- D. Authorizing a resolution to solicit formal public bids for ten (10) Early Literacy Station Platinum Bilingual Spanish computers;
- E. Authorizing a resolution to solicit formal public bids for the provision and installation of Full Building Generators at the Brick, Lakewood, and Toms River branches;

Bid Awards / Change Orders / Contracts

- F. Authorizing an agreement with Atlantic Tomorrows Office under N.J. State Contract #A40467 to replace thirty-two (32) public and administrative copiers, twenty-eight (28)

public coin operators, and add twenty-one (21) MP 3000 Credit Card Systems for selected copiers at a total cost of \$337,123.00;

- G. Authorizing the award of contract for the provisions of print and electronic books, materials, and resources under Various Exempt Services in accordance with N.J.S.A. 19:44A-20.4 et. Seq. as described in the bid for Request for Qualifications;
- H. Authorizing an agreement with Verizon through the State of New Jersey's Data Communications Network Agreement (Contract #T1776) to increase the network speed;

Approvals

- I. Accepting the 2021 Audit from Holman, Frenia, Allison, P.C.;
- J. Approving a partnership with APL Associates, an organization that focuses on independent living for individuals with different abilities;
- K. Approving the Friends of the Jackson Library to donate \$10,263.38 to the Jackson Branch for the purchase of new chairs and tables for the Quiet Study Room;
- L. Approving the Toms River Branch to accept 70-80 sub sandwiches from Jersey Mike's Subs on Route 37 for a date to be determined;
- M. Approving the Long Beach Island and Stafford branches to partner with the Kiwanis Club of LBI to collect new socks for the "Happy Feet" project to benefit a variety of Military groups, at risk Women & Children, and local Homeless Facilities from Thursday, June 30, 2022, through Monday, December 5, 2022;

Donations

- N. Accepting a donation of \$200.00 from Allison Buzzanga In Memory of Kathy Suchodolski to be used at the discretion of the Toms River Branch;
- O. Accepting a donation of \$300.00 from the Toms River Police Foundation to be used at the discretion of the Toms River Branch.

Approval of Items "A" through "O":

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

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

Passed unanimously

13. Old Business

Mr. Feurey stated that he is currently working on reviewing the Library's Social Media policy and the Filming in the Library policy.

Library Foundation Update: Mrs. Hutler stated that she attended last week's Library Foundation Meeting. They are currently working on fundraising ideas and trying to have two (2) events a year. They awarded four (4) branches with \$1,000.00 grants each. She asked if the Library Commissioners had any fundraising ideas to let her know. One (1) idea that she and Ms. Quinn had suggested to the Foundation was to host a virtual author program for teens and high school students.

At the May 19, 2022, Library Foundation Event at the Mainland in Manahawkin the Foundation raised over \$3,000.00. Mr. Mancini and Mr. McDonald also attended the event.

Mrs. Hutler has asked that the Foundation share their Minutes and Treasurer's Reports with the Library Commission.

14. Public Comment – No Public Comment

15. Closed Session for the purpose of: pending or anticipated litigation or contract negotiations and matters falling within the attorney-client privilege; and discussion of security tactics at library branches regarding people who fail to follow the rules of the library and display threatening or aggressive behavior toward library staff.

Motion to approve: Mr. McDonald
Second: Mrs. Hutler

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

Passed unanimously

Mr. Mancini left the meeting during Closed Session.

Motion to return to Open Session:
Mrs. Hutler
Second: Mr. Wolleon

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

Passed unanimously

16. Move to adjourn: Mr. McDonald
Second: Mrs. Hutler

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:11 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "H.T. Applegate Jr.", written in a cursive style.

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