

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

Attendees: Ocean County Library Commission
Ruthanne Scaturro, Chair
Christopher J. Mullins, Vice Chair
Susan L. Hutler
Henry J. Mancini
Bonnie R. Peterson
Paul F. Wolleon

Absent: Timothy McDonald

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

4. Approval of Minutes, Regular Meeting, June 21, 2022 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mullins

Passed unanimously

5. Approval of Closed Session Minutes, from June 21, 2022 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

Motion to approve: Mrs. Hutler
Second: Mrs. Peterson

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

Linda Brandwine Retirement Resolution: A motion was made to move Item "A" in New Business to present Linda Brandwine her retirement resolution.

Motion: Mr. Mancini
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

Ms. Brandwine was presented with her retirement resolution by Library Commission Chair Mrs. Scaturro and Library Director Ms. Quinn.

OCL Presentation at ALA: Ocean County Library presented on the topic of "Diversifying Your Library through Sensory Spaces" at the American Library Association Conference in Washington, D.C. Over 150 people attended the presentation and our staff did a great job. Sara Siegler, Assistant Library Director, Gigi Hayes, Librarian 4, Wendi Smolowitz, Librarian 3, and Meredith Silvestri, Sensory Space Assistant presented.

Baby Yoda Library Cards: Kelly-Ann Pennell, Chief Librarian, Branch Services reports that the cumulative total of Baby Yoda library cards given out to date is: 3,131.

Review of 2021 and 2022 Mid-Year Statistics: The Library is successfully emerging from the challenges of the past two (2) years created by the pandemic. At the midpoint of 2022

our visits to the library are up 58% compared to the same time in 2021. Over 618,000 people have walked through the doors of our library system since January 2022.

Some fun facts from 2021: Three (3) of the top ten (10) books were by James Paterson: "1st Case", "The Inn", and "Black Book".

Other books in the top ten (10) were in the mystery thriller genre by Jeffery Archer, Michael Connelly, David Baldacci, and Stuart Woods. Nicholas Sparks "The Return" was also in the top ten (10). Two (2) books on nutrition made the list, "200 under 20g Net Carbs" and "Keto Simple".

In 2021 over 1,063,000 people visited the library system. 3.3 million physical items were checked out and over 625,000 virtual items were checked out. 803,000 visits were made to our website, library staff answered just under one (1) million reference questions answering 940,316. People connected to the library's wireless network 642,000 times.

Summer Reading: Summer Reading has begun and NJ 105.5 radio station advertised the Stafford Branch's Alpaca program on July 27th during the evening drive time.

New Stafford Library Branch: The new Stafford Library project is progressing. The County Comptroller has submitted paperwork required by the grant to the State. The NJ State Librarian in consultation with the President of Thomas Edison University officially approved the County Comptroller's request for an extension to the project timeline from the original November 2023 date to August 2024, an additional nine (9) months; and a change to the cost of the construction preparing for its annual general obligation bond sales which will include bonding for the new Stafford Library. The sale date of the bonds is anticipated between late August and September 2022.

OCEANFIRST Foundation Breakfast: This morning on behalf of the Ocean County Library Foundation and Ocean County Library Ms. Quinn attended the OceanFirst Foundation's Nonprofit CEO's & Board Leaders breakfast at Eagle Oakes Golf & Country Club in Farmingdale. She reported it was great to connect with many of our local nonprofit organizations and grant makers after a two (2) year hiatus.

11. Communications – No Communications

12. New Business

Resolutions

- A. Honoring Linda Brandwine, Senior Library Assistant, Lakewood Branch as she retires on August 1, 2022, after over twenty-eight (28) years of dedicated service to the Ocean County Library;
- B. Authorizing Request for Proposals for professional services from firms or individuals who specialize in strategic planning consulting services;

Bid Awards / Change Orders / Contracts

- C. Approving Award of Bid for the furnishing of Library Collection Performance Software for the Ocean County Library System for a two (2) year period to Baker & Taylor, LLC at a yearly rate of \$33,415.00. Contract Number (C-22-04);
- D. Approving Award of Bid for Janitorial Services for one (1) year for the period of September 1, 2022, through August 31, 2023, with a second year renewable option, to the following, as reviewed by the Ocean County Library's Purchasing Department:
- Region I (B, PX, P, UP) – Best Cleaning Building Service, Inc., yearly cost = \$84,480.00
 - Region II (BKY, BD, LA, WA, BGT) – One Total Cleaning Services, yearly cost = \$50,400.00
 - Region III (STF, LBI, TU, LEH) – One Total Cleaning Services, yearly cost = \$40,00.08
 - Region IV (MA, PL, LAK, JA, WH) – Best Cleaning Building Services, Inc., yearly cost = \$166,800.00
 - Region V (TR) – Best Cleaning Building Services, Inc., yearly cost, \$135,900.00
Contract # (C-22-05);

Approvals

- E. Approving the 38th Annual Staff In-Service on Friday, December 2, 2022;
- F. Approving a delayed opening of the Library System at 1:00 p.m. on Friday, December 2, 2022, for the 38th Annual Staff In-Service;
- G. Approving the Jackson Branch to have a collection bin in the Branch from Wednesday, July 20, 2022, through Wednesday, August 31, 2022, for Rays of Hope, Inc. to collect book bags and other school supplies for the Jackson Pantry;
- H. Approving the Long Beach Island Branch in partnership with Bayview Park to host a StoryWalk at Bayview Park from Monday, October 17, 2022, through Tuesday, November 1, 2022;
- I. Approving the Toms River Police Foundation's Jingle Bell Run 2022 event to use Mancini Hall the weekend of Saturday, December 3, 2022, after-hours until approximately 5:30 p.m. with a rain date of Sunday, December 4, 2022, after-hours until approximately 5:30: p.m.;

Donations

- J. Accepting a \$400.00 donation from The Deauville Beach and Bay Association to be used at the discretion of the Upper Shores Branch.

Approval of Items "B" through "J":

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

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

Passed unanimously

13. Old Business

Filming in the Library Policy: Mr. Feurey stated that he has completed the new Filming in the Ocean County Library Policy and it will be on the August Commission Meeting Agenda for approval.

14. Public Comment – No Public Commented

15. Closed Session for matters related to attorney client privilege and lease or acquisition of property and attorney client privilege; and discussion of security tactics at library branches.

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

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

Passed unanimously

Motion to return to Open Session:
Mr. Mancini
Second: Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

16. Move to adjourn: Mrs. Hutler
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:55 p.m.

Respectfully submitted,

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

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