

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, August 16, 2022

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

Absent: Henry J. Mancini

Other Attendees: John C. Sahradnik, 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, July 19, 2022 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. McDonald

Passed unanimously

5. Approval of Closed Session Minutes, from July 19, 2022 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. McDonald

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

Barbara Augugliaro Resolution: A motion was made to move Item "A" in New Business to present Barbara Augugliaro her retirement resolution.

Motion: Mr. McDonald
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

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

Passing of Assemblyman Ron Dancer: Assemblyman Ron Dancer recently passed away. He was a strong supporter of the Ocean County Library and library staff were very fond of him. He would regularly visit the Jackson and Plumsted branches. He held "Meet the Mayor" events at the Plumsted Branch. He worked with County Commissioner James J. Mancini in having the Plumsted Branch built at the municipal complex. We were sad to learn of his passing.

Passing of Retired Staff Members: The Library learned of the passing of two (2) recent library retirees. Gloria Greene, who served as a Senior Library Assistant at the Barnegat Branch and Fred Lovinfosse, Senior Library Assistant at the Beachwood Branch. Our condolences go to their families and the staff that served with them.

Polaris Vega: On July 26, 2022, the Ocean County Library enhanced its catalog on the library website using Polaris Vega. One (1) of the benefits is that our library patrons may more easily search for new materials at the library. The classic catalog is still available for those who wish to use it. The Library's children's, teen and adult services departments have curated recommended reading carousels in the library catalog themed to the Library summer reading theme, "An Ocean of Possibilities".

S.A.I.L. (Service and Achievement in the Library): For the first time in two (2) years the Ocean County Library's Teen Services' summer volunteering program S.A.I.L. returned in person after being held virtually since the COVID-19 pandemic began. At our fifteen (15) participating branches, we are hosting 254 teen volunteers in-person throughout the system. Virtual S.A.I.L. continues with over 200 volunteers registered.

Sensory Spaces: The July 28, 2022, edition of the American Library Association's publication Programming Librarian featured an article titled, "A Place of Comfort and Calm: Creating a Sensory Space inside the Library". It is a detailed article regarding the Ocean County Library's sensory space at the Toms River Branch. Sara Siegler, Assistant Library Director reports that since the publication of the article, libraries from across the country are reaching out to have OCL speak to them about our experiences in creating sensory spaces in the library.

The Toms River Sensory Space recently added a part-time Sensory Space Assistant to their staff, which has allowed the library to expand the open hours of the space on nights and weekends. Staff reports that the public appreciates the extended hours and that many families have returned several times during the summer and parents have commented that it is so nice to have such a welcoming place available at the library.

The computer lab in the Jackson Branch is currently being converted into a Sensory Space. I saw the space when I visited the Jackson and Plumsted branches and the Whiting Reading Center last week. OCL Technology removed computer equipment and OCL Facilities removed furnishings. Sensory equipment is on order. New carpeting is being selected, electrical work is underway, and the room will be painted shortly. The new Sensory Space should be ready in late 2022.

The Plumsted Branch hosted a Sensory Storytime for neurodivergent children in their community. Station play involving sight, sound, smell, touch, balance, and movement was explored. It is nice to see these services going to the northwest part of our County through the Library system.

Lakewood Branch: The Lakewood Branch was closed Friday, July 29, 2022, for precautionary maintenance in the interest of safety for patrons, visitors, and staffers. The closure stemmed from the July 27, 2022, discovery of bed bugs in a drop box located outside the building. We proactively authorized the building's closure the same day. Inspection of the building and grounds indicated no insects beyond the external book drop. Out of an abundance of caution, the carpets in the entire building were cleaned and pest control inspected the Branch and cleared the building for reopening. Before this incident, the Lakewood Branch was undergoing routine maintenance which included the installment of new meeting room flooring; the meeting room receiving a new coat of paint. New interior sliding doors were installed in the front of the building and the lobby was newly painted. The roof of the Branch was also repaired. The facility is in excellent shape.

The staff are working hard this summer and reports that their S.A.I.L. volunteers are creating displays for the branch and are participating in a summer-long Job Series program where the teens are learning the skills needed to search and apply for jobs, and are also practicing job interviewing skills. On Monday mornings, Youth Services staff have been hosting the Multicultural School's summer day camp for over 30 children and their caretakers in the library. The Lakewood Branch is operating at full steam ahead.

Homebound and Volunteer Services: had a successful return to their first post-COVID mobile library set-up at The Pines at Whiting. This was the first browsing set-up experience for three (3) members of the library's team and they performed flawlessly. The second browsing set-up occurred on July 21, 2022, at the Southern Ocean Center in Manahawkin, which currently has one of our highest numbers of facility patrons.

Stafford Branch: is having weekly Read & Weed storytime series with the Hunger Foundation of Southern Ocean at Stafford Community Garden at Lake Manahawkin. Over 45 attended. Stafford Branch also visited Meals on Wheels at the Southern Ocean County Service Center and spoke to attendees about library services, provided them with library cards and taught them how to use the library apps on their smartphones.

Little Egg Harbor Branch: hosted the Mystic Island Fire Department for two sessions in July. The Firefighters taught a total of seventy-three (73) children about fire safety, how firefighters train for the job, and the features of the fire truck.

Tuckerton Branch: hosted a Marshmallow catapult STEAM program for children aged 3 to 12 years old. The children built catapults out of popsicle sticks and rubber bands and aimed their marshmallows at the bullseye, as well as catapulting pennies at the target.

Toms River Branch: Children have been busy creating, coloring, and contributing to the Toms River Youth Services Department's décor with a variety of paper sea creatures. Over sixty (60) children and caregivers visited the Youth Services Department to celebrate the start of Summer Reading.

The Maker and Sensory Teams continued their joint Summer Series Programs with a Shark Week Water Bottle activity and had a total of forty-three (43) children and caregivers in attendance. Attendees created an ocean-themed sensory bottle.

Toms River Teen Services collaborated with staff from Youth Services, Sensory Space, and Maker Space to host a group of thirty-two (32) students and teachers from the Lacey School District's Extended School Year program to provide a tour of the library as well as the offerings in our Sensory and Maker Spaces. Both the students and staff from the Lacey School District enjoyed their tour and said they appreciated these resources are available to the public.

Lacey Branch: hosted an in-person Craft for Adults with Special Challenges: Stained Glass Butterfly program. The branch also partnered with Wells Mills County Park to present the children's program, "The Science of Seeds". Participants learned all about the inner workings of seeds, and even got to plant their own seeds to take home.

Brick Branch: The Youth Services Department reports many programs quickly reaching full capacity since our return to in-person programming. They kicked off Summer Reading with a visit from Six Flags Great Adventure's Wild Safari Program featuring live animals. Over

100 children and families attended the branch's summer reading kick-off. For adults, "Summer Saturday Concerts" have returned to the branch and recent performances were attended by over 140 people. The Education Initiative: Brick Township Schools have decided to fully embrace OCL's Summer Reading Program and Beanstack as the focus for their students in lieu of required reading lists and their own tracker this summer. The Brick schools have decided to hold a contest concurrently, to award a prize to the school that has the most students signed-up and books read at the library this summer.

Point Pleasant Borough Branch: scheduled several class visits for the Point Pleasant Borough School District 2022 Summer ESY (Extended School Year) Program, which runs from July 5 through August 12, 2022.

Local Author and Long Beach Islander Margaret Thomas Buchholz: will be present on the history of the Jersey Shore at five (5) libraries this summer as part of the summer reading theme, "Oceans of Possibilities".

Music performances are returning to the library.

Vocalist/acoustic guitarist Gary Nokes performs "Sounds of the Shore" at the Ocean County Library Jackson Branch, at 2:00 p.m. Saturday, August 20, 2022. In celebration of Patriot Day, Gary will perform a selection of traditional and contemporary patriotic songs at 6:30 p.m. Wednesday, September 7, 2022, at the Toms River Branch in Mancini Hall.

Maggie Worsdale will perform 1960's Classic songs at the Upper Shores Branch on at 7:00 p.m. September 14, 2022.

A Special Thank You to all of the Library's Friends of the Library Groups who after two (2) years of the pandemic are back in action supporting their local branches with their ever popular book sales and bake sales and other philanthropic efforts.

Donations: The Jackson Friends of the Library donated \$10,263.38 to the Jackson Branch to purchase chairs and tables for the Quiet Study Room.

Carol Kelly, Kimberley Kelly, Heather Kelly, Peggy and Jim Thorne donated \$250.00 to the Point Pleasant Boro Branch in Memory of Catherine Chrvala.

11. Communications – No Communications

12. New Business

Resolutions

- A. Honoring Barbara Augugliaro, Library Page, Jackson Branch as she retires on September 1, 2022, after thirty-three (33) years of dedicated service to the Ocean County Library;
- B. Honoring Nilda Velazquez, Senior Library Assistant, Lakewood Branch as she retires on September 1, 2022, after twenty-one (21) years of dedicated service to the Ocean County Library;
- C. Amending the January 18, 2022, and February 15, 2022, resolutions awarding a Professional Services Contract (PSA-22-04) appointing Clarke, Canton, Hintz for Interior

Design Services for the year 2022, by changing the charge account to the Library's System Projects Account (209-290-0038), and adjusting the not to exceed amount from \$25,000.00 to \$44,000.00;

- D. Authorizing the transfer of \$42,000.00 from the Supply Line Item in the General Library Account (209-290-0029) to the Maintenance, Building and Grounds Line Item in the General Library Account (209-290-0029) to support the increase in janitorial costs;

Bid Awards / Change Orders / Contracts

- E. Authorizing Award of Bid for the purchase of three (3) twelve (12) Bay Laptop/Tablet Self-Checkout Units with Annual Platinum Plus Service to Java Connections, LLC d/b/a Laptops Anytime at a total cost of \$97,477.50. Contract Number: (C-22-06);

Approvals

- F. Approving the submission of a preliminary 2023 Capital Budget request to the County of Ocean as authorized by the Library Commission Chairperson;
- G. Approving the use of the Long Beach Island Branch as a mustering location for the Ethel Jacobsen School during the 2022-2023 school year in the event of an emergency during normal Branch hours;
- H. Approving an Ocean County Library Institutional Library Card to Beacon of Life;
- I. Approving an addition to the General Policy Manual, *A.27 Filming in the Ocean County Library Policy*;
- J. Approving changes to the Bylaws of the Friends of the Berkeley Library, Inc.;
- K. Approving the Toms River Police Foundation's Jingle Bells Run 2022 event to use Mancini Hall after-hours on Sunday, December 4, 2022, from 12:30 p.m. until approximately 5:30 p.m., this was previously approved with the date of Saturday, December 3, 2022;

Donations

- L. Accepting a donation of \$10,263.38 from the Jackson Friends of the Library to purchase new chairs and tables for the Quiet Study Room;
- M. Accepting a donation of \$250.00 from Carol Kelly, Kimberly Kelly, Heather Kelly, Peggy and Jim Thorne in Memory of Catherine Chrvla to be used at the discretion of the Point Pleasant Boro Branch.

Approval of Items "B" through "M":

Motion to approve: Mr. McDonald

Second: Mrs. Peterson

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

Passed unanimously

13. Old Business – No Old Business

14. Public Comment – No Public Commented

15. Closed Session for matters related to lease or acquisition of property, attorney client privilege, discussion of security tactics at library branches, and personnel matters related to a grievance and recruitment.

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

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

Passed unanimously

Mr. McDonald left the meeting during Closed Session.

Motion to return to Open Session:
Mrs. Hutler
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

1) Motion to approve a resolution expanding the recruitment areas to include contiguous counties for all non-librarian staff and statewide for Librarian staff while continuing to prioritize employment of qualified Ocean County Residents:

Mr. Mullins
Second: Mrs. Peterson

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

Passed unanimously

16. Move to adjourn: Mr. Mullins
Second: Mr. Wolleon

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:14 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