

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, September 20, 2022

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

Absent: Ruthanne Scaturro, Chair

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

Presiding: Christopher J. Mullins, Vice Chair

Mr. Mullins 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 Library 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, August 16, 2022 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mancini

Passed unanimously

5. Approval of Closed Session Minutes, August 16, 2022 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mancini

Passed unanimously

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

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

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

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. Mancini, Mr. McDonald,
Mrs. Peterson, Mr. Wolleon, Mr. Mullins

Passed unanimously

8. Approval of Bill Certificate List # 9 (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, Mr. Mullins

Passed unanimously

9. Ratification of Salary Expenditures (Resolution 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, Mr. Mullins

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

Waretown Branch is celebrating its 40th Anniversary: on Monday October 4, 2022 at 4:00 p.m. All Library Commissioners are invited to attend.

September Celebrations: This September we are commemorating National Library Card Sign-up Month; Banned Books Week September 18 – September 24, 2022; and Hispanic Heritage Month September 15 – October 15, 2022. Please see the program and events guide and in-branch book displays for more information.

New Jersey State Library's New Competitive Grant Opportunity through their Federal Library Services and Technology Act (LSTA) are grants to States to provide training or other literacy focused support or activities for adults, children, and anyone with limited literacy skills. We were selected for Ocean County Library's "Milestones in Neurodiversity & Literacy to Grow" project. For the LSTA 2022 grant, our target audience is neurodiverse children from birth to age five (5), their parents, grandparents, and caregivers. The project has three goals:

1. To supply parents and caregivers with support to develop early literacy skills as a family.
2. To foster understanding of literacy related milestones typically achieved during childhood years from birth to age five (5).
3. To encourage lifelong learning through family literacy.

Pilot branches for the grant are Brick, Little Egg Harbor, and Stafford branches. Ocean County Library will offer eight (8) learning opportunities from October 2022 through June 2023, with targeted programming, local resources, training and technology.

Partner agencies who provided letters of support and will provide presenters and programs as part of the grant are: Ocean County Health Department, Children's Hospital of Philadelphia (CHOP) centered on their Center for Autism Research (CAR) initiative, and POAC Autism Services (Parents of Autistic Children). The LSTA 2022 Grant will provide access to innovative technological devices and their applications utilizing three (3) iPads to enhance Library services. Thank you Kelly-Ann Pennell, Kate Sanchez, and Leslie Carvan who worked on this grant application.

The Ocean County Library has Partnered with the Ocean County Health Department to bring information about drug trends to library staff and the public. The upcoming program "Drugs 101: Drug Trends for Ocean County Parents" will take place at four (4) branches during the months of October and November. Each two (2) hour program will examine a variety of drugs and substances specifically found in Ocean County. Attendees will gain awareness by walking through an interactive teenage bedroom display that contains signs of drug use and abuse. For more information, see the press release in your folders. She thanked Deborah Blackwell and Becky Leopold-Bunucci along with Mr. Mancini for coordinating with the Health Department.

Single Use Book Bags: Sherri Taliercio and the Public Relations team worked on the design of the new Ocean County Library single use book bags. These book bags will replace single-use book bags.

Self-published Author Policy: to assist in managing requests from local authors to make their materials available in the library working with Collections Department we have a new self-published author policy as we received many requests during the pandemic.

Jackson Friends Donations: on the Board Room table are pictures of the new Jackson Meeting Room table. Joe Cahill and his team worked with the Friends on the table and it includes photos donated by the Friends that were hung by Facilities.

County Capital Needs for 2023 include finishing planned restroom upgrades and remodeling the Barnegat, Berkeley, Lacey and Waretown branches begun this year. These items requires architect services, going to bid, and anticipated challenges in obtaining construction materials for these projects. We are also looking toward replacement of the Long Beach Island Branch's ramp and stairs. These items are in the Library Commission's 2020 – 2025 Facilities Plan.

1. **New Stafford Library:** We are working with the County of Ocean and the County Architect who are finalizing drawings in preparation to go to bid. We are attending monthly meetings led by the County Comptroller. The next meeting is Friday morning at 10:00 a.m.
2. **The Ocean County Library Foundation** is interested in supporting the new Stafford Library through fundraising for an outdoor patio area. Mrs. Hutler attended the Library Foundation meeting and she will report on the meeting.

11. Communications – No Communications

12. New Business

Resolutions

- A. Authorizing the Library Director or her designee to prepare and advertise for Requests for Qualifications (RFQ) for various professional services in 2023 as directed by the Library Commission Chair or her designee, including Legal Counsel, Labor Counsel, and Auditor;
- B. Authorizing the Library Director or her designee to prepare and advertise for Request for Proposal (RFP) for Interior Design Services in 2023 as directed by the Library Commission Chair or her designee;
- C. Accepting the New Jersey State Library's new competitive grant opportunity through their Federal Library Services and Technology Act Grants to States to provide training or other literacy focused support or activities for adults, children, and anyone with limited literacy skills in the amount of \$7,900.00 on a reimbursement basis for the "Milestones in Neurodiversity & Literacy to Grow" project for costs incurred between September 1, 2022, and August 31, 2023;

Bid Awards / Change Orders / Contracts

- D. Authorizing execution of a 2023 Intergovernmental Services Agreement with the County of Ocean for Vehicle Maintenance and Repairs at a cost not to exceed \$128,000.00;
- E. Authorizing Award of Bid for the purchase and delivery of ten (10) Early Literacy Bilingual Computer Stations to AWE Acquisitions, Inc. at a total cost of \$43,841.00;

Approvals

- F. Approving the following branches to be open after-hours to serve as Early Voting Polling Places as requested from the Ocean County Board of Elections from Friday, October 28, 2022, through Monday, November 7, 2022, branches are: Berkeley Branch, Brick Branch, Jackson Branch, Little Egg Harbor Branch, Manchester Branch, Toms River Branch, and Upper Shores Branch;
- G. Approving an update to the General Policy Manual, *A.6 Fines and Fees, Section a, adding selling reusable book bags for \$1.75*;
- H. Approving an addition to the General Policy Manual, *A.17 Author Submissions*;
- I. Approving the Plumsted Branch to have collection bin in the Branch from Saturday, October 1, 2022, through Thursday, November 30, 2022 to collect used non-recyclable school supplies for an Ocean County Girl Scout to donate;

Donations

- J. Accepting a donation of twelve (12) to fourteen (14) children's chairs from the Ocean County Health Department (OCHD) for the Lakewood Branch;
- K. Accepting a donation of \$1,500.00 from Mardell Halm in Memory of Brian Halm for Juvenile programming at the Brick Branch;
- L. Accepting a total donation of \$1,800.00 from the Friends of the Jackson Library for the Jackson Branch to be split \$800.00 for Adult programming, \$600.00 for Juvenile programming, and \$400.00 for Young Adult programming;

- M. Accepting a \$250.00 donation from Emilie Gay in Memory of Michael Gay to purchase print materials about women, people of color, and shared themes of kindness for the Lakewood Branch;
- N. Accepting a \$200.00 donation from Jack Curley to be used at the discretion of the Long Beach Island Branch;
- O. Accepting a \$200.00 donation from William & Patrice Fiore in Memory of Alice Dolan for Juvenile programming at the Point Pleasant Boro Branch;
- P. Accepting a \$200.00 donation from Kostas Georgiou in Memory of Alice Dolan for Juvenile programming at the Point Pleasant Boro Branch;
- Q. Accepting a \$2,544.56 donation from the Friends of the Ocean County Library – Toms River to replace and refresh the train table, sensory items, and toys in the Toms River Youth Services Department;
- R. Accepting a \$202.47 donation from the Friends of the Ocean County Library – Toms River for frames and wiring to hang new artwork in the Toms River Youth Services Department;
- S. Accepting a \$200.00 donation from the Friends of Ortley Beach to be used at the discretion of the Upper Shores Branch.

Approval of Items "A" through "S":

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

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

Passed unanimously

13. Old Business

Ms. Hutler stated that she and Ms. Quinn met with Mary Malagiere of the Library Foundation to discuss the New Stafford Branch Library plans. The Foundation is very excited to fundraise for the new Branch including a patio and gazebo.

The Library Foundation is donating \$1,000.00 to every library location and this may be a yearly grant. Currently over half of the branches have submitted a request.

Another item that was discussed were audio text readers for the hearing impaired. You scan the page and it reads the text to you, you can use any text.

14. Public Comment – No Public Commented

15. Closed Session for matters related to attorney client privilege and lease of the Bay Head Reading Center property, and personnel matters related to a grievance.

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

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

Passed unanimously

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

Roll Call: All members answered Aye

Passed unanimously

- 1) Motion to approve the Memorandum of Agreement with OCLEA Union:

Second: Mr. Mancini
Mr. McDonald

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

Passed unanimously

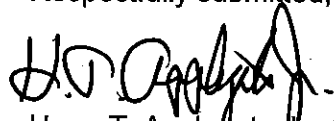
16. Move to adjourn: Mr. Mancini
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:34 p.m.

Respectfully submitted,



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

