

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, October 18, 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 Library 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 "A" in New Business to present the Friends of the Library with the Library's National Friends of the Library Week Resolution:

Mr. Mancini

Second: Mrs. Hutler

Roll Call: All members answered Aye

Passed unanimously

Mrs. Scaturro and Ms. Quinn presented the National Friends of the Library Week Resolution to Judith Sylvester, President of the Waretown Friends of the Library who accepted the Resolution on behalf of all the Friends Groups.

4. Approval of Minutes, Regular Meeting, September 20, 2022 (Copy on file, Library Administration Office)

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

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

Abstain: Mrs. Scaturro

Passed unanimously

5. Approval of Closed Session Minutes, September 20, 2022 (Copy on file, Library Administration Office)

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

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

Abstain: Mrs. Scaturro

Passed unanimously

6. Approval of Financial Statement, September 2022 (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

7. Personnel Actions (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

8. Approval of Bill Certificate List # 10 (Copy on file, Library Administration Office)

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

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. Peterson  
Second: Mr. Wolleon

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:

**New Stafford Library Construction Project:** The County Architect has completed 75% of the construction documents. The Interior Design team has started their work on FFE (Furniture, Fixtures, and Equipment) along with the floor plans.

**The 2022 Oceans of Possibilities Summer Reading Program concluded:**

- 2,426 children and teens read 40,075 books
  - 2,083 children read 37,875 books.
  - 343 teens 2,200 books
- 682 adults read 10,705 books

**Statistics for Summer 2022 (July – September) – Compared to the Previous Year:**

- Visitor Count: 370,773. **+19%**
- Number of Programs: 3,608 **+27%**
- Attendance at Library Programs: 57,526 **+64%**
- Reference Questions Answered: 18,650 **+48%**
- Public Computer Use: 358,868 **+39%**
- Meeting Room Usage System: 2,317 **+94%**
- Meeting Room Usage Toms River: 629 **+131%**

**Ocean County Library Nominated for the Institute of Museum and Library Services**

**National Medal:** Ocean County Library received correspondence on September 7, 2022, from the Institute of Museum and Library Services (IMLS) that the Ocean County Library has been nominated for the 2023 National Medal for Museum and Library Service by NJ United States Senator Cory Booker. This annual award is presented by the Institute of Museum and Library Services to institutions that demonstrate extraordinary and innovative approaches to community service. Since 1994, this award is the nation's highest honor for institutions that make significant and exceptional contributions to their communities.

The application deadline for the National Medal is November 1, 2022. Our team here will begin working on the application form and gathering the required materials.

**Commitment to Equity, Inclusion and Accessibility:** Ocean County Library has a long history of commitment to Equity, Inclusion and Accessibility. For over 30 years, beginning in 1997, and with the support of the Ocean County Library Commission, Ocean County Library formed a Diversity Committee with the purpose to ensure a welcoming environment to all customers and staff. The focus areas included the African-American Community "Good for the Soul", the Hispanic and Latino communities, "Libros y Mas", and the LGBTQ community "Insight Out."

In 2005, Ocean County Library began its focus on library services to the "differently abled" community called: "Diversability - Diverse Abilities, Enriching us all."

In 2011, Ocean County Library entered into an agreement with the NJ State Library's Talking Book and Braille Center to serve as a deposit library to provide audio and Braille books and materials for eligible residents. This included three (3) kiosks with equipment in order to help the visually impaired at our library branches.

The Ocean County Library's 2013 – 2017 Strategic Plan documented the objective of creating connections with our senior population through our physical spaces and library enrichment programs, both onsite at the library and offsite at senior villages. The strategic plan recommendation included the creation of a senior services and adult services departments, both of which we have today at the library.

In 2016, Ocean County Library built upon its early library programs at branches to support children with Autism and their families, by creating an Autism Resources Committee that planned an Autism Resources Fair in Mancini Hall at the Toms River Branch that brought service providers from state, county and local agencies and partners together in one place to make it convenient for our residents to access information. This has become an annual event and has led to resources on the library's website and virtual programs, which were essential to keep the community informed and connected during the pandemic.

In 2017, the Ocean County Library's Adults with Special Challenges Committee hosted fall and spring dances in Mancini Hall featuring decorations, refreshments and music with a DJ that brought differently-abled residents of our county's group homes together for a fun afternoon. This has become an annual tradition.

This history has led Ocean County Library to where we are today.

Today, Ocean County Library provides library programs, services and community partnerships to make all residents, including residents with special needs (including people with Autism and Alzheimer's) and those who are neurotypical feel welcome at the Ocean County Library.

Most recently, this work includes:

- 1) developing a Sensory Space, the first of its kind in the state and in the country, which has been featured at library conferences and in library journals at the national level.
- 2) Ocean County Library's community partnerships to provide job training and job shadowing opportunities to assist people in transitioning from high school and college to the workforce through the leadership of the Library's Human Resources department.
- 3) and receiving a grant this September, from the NJ State Library's *Library Services and Technology Act (LSTA 22) Grants* for programming on the topic of supporting the neurodiversity and literacy needs of children and families in our community.

**National Library Services for the Blind:** Twenty-eight (28) library staff attended a training on the **National Library Service for the Blind and Print Disabled's Downloadable Books and Magazines BARD** (Braille and Audio Reading Download) program. BARD is the Library of Congress's Braille and Audio Reading Download service. The training was provided by the NJ State Library, Talking Book and Braille Center on September 15. The library system's goal is that every Ocean County Library location will have at least one staff member trained in BARD technology at each branch.

**2023 LibLearnx Conference:** Ocean County Library was selected to present at the American Library Association 2023 LibLearnX Conference from January 27-30, 2023 in New Orleans, LA. The topic is *Sensory Spaces and Creative Programming to Reach Your Diverse Community*. The presentation team is: Sara Siegler, Assistant Library Director; Givane "Gigi" Hayes, Librarian 4, Branch Services; Wendi Smolowitz, Librarian 2 and Chair of the Ocean County Library Autism Resources Committee; and Meredith Silvestri, Senior Library Assistant/Sensory Space.

**Launchpads:** Collections and Senior Services have collaborated on a pilot project to bring ready-to-use Launchpad tablets preloaded with games to the senior patrons in the Ocean County Library community to foster cognitive engagement and improve mental fitness.

Christi Aldellizzi, Librarian 4, Collections Department Head presented to the Library Commission the new Launch Pad Pilot Project. This is a collaboration with the Senior Services Department. Launch pads are preloaded, ready to use tablets. They are preloaded with content for children, teens, and adults. They are designed to have a simple, easy to use interface, and are 100% secure. They do not offer nor need access to the internet, nor do they require Wi-Fi.

## 11. Committee Reports

**Technology Committee:** Mrs. Hutler stated that the Technology Committee interviewed Todd Simmons for the Assistant Technology Manager position. After the interview it was

discussed to continue the Meetings with each of the library departments with the Commission Committees to evaluate their needs in the future. This was part of the process before COVID and should be renewed.

**Library Foundation Update:** Mrs. Hutler stated that Library Foundation continues to award grants to library locations for \$1,000.00. The Foundation is ready to assist with the Ocean County Library's 100<sup>th</sup> Anniversary celebrations.

## 12. Communications – No Communications

## 13. New Business

### **Resolutions**

- A. Honoring October 16 – 22, 2022, as Friends of the Library Week;
- B. Authorizing the Library Director or her designee to prepare and advertise for Request for Proposals (RFP) for up to ten (10) Power Charging Station units throughout the library system;

### **Bid Awards / Change Orders / Contracts**

- C. Authorizing an agreement with Neogov for a Human Resources Learning Management System to provide training to library employees for the purpose of professional development and regulatory compliance through SHI International Corp. under the New Jersey Cooperative Purchasing Alliance Contract, Contract Number: CK04, Subcontract 22-44, at a total cost of \$37,040.11 for a two (2) year agreement;
- D. Authorizing an agreement with Communico, LLC for software to centrally manage the Library's Digital Sign displays located at various branches to manage the content from a central location through SHI International Corp. under the New Jersey Cooperative Purchasing Alliance Contract, Contract Number: CK04, Subcontract 22-44 at a total cost of \$6,386.13;
- E. Authorizing an agreement with Microsoft, Inc. to maintain a software volume license agreement for operating systems, productivity software, and cloud services under a Campus and School Agreement for thirty-six (36) months through SHI International Corp. under the New Jersey Cooperative Purchasing Alliance Contract, Contract Number: CK04, Subcontract 22-44, at a first year cost of \$63,349.00 with years two (2) and three (3) not to exceed \$100,000.00 annually;
- F. Authorizing an agreement with Verizon Wireless through the State of New Jersey's Services Agreement for Wireless Data, Voice and Accessories, NASPO Master Agreement #M152 to purchase wireless phones and voice/data plans;

## Approvals

- G. Approving an update to the General Policy Manual, *A.23 OCL Social Media Policy*;
- H. Approving the Beachwood Branch to have an off-site program, *Your Ghost Story*, presented by the Traveling Literacy Theater at the Mayo Park Center in Beachwood on Monday, October 24, 2022, at 7:00 p.m.;
- I. Approving the Point Pleasant Boro Branch to have a collection bin in the Branch from October 2022 through June 2023 to collect eyeglass donations for the Lions Club and the Point Pleasant Borough High School's Leo Club;
- J. Approving the Library to partner with various local charitable and community based organizations to collect items to benefit Ocean County residents in need from Wednesday, October 19, 2022, through Monday, January 2, 2023;

## Donations

- K. Accepting a \$1,000.00 donation from The Stokes Family for the Children's Department at the Long Beach Island Branch.

Approval of Items "B" through "K":

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

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

Passed unanimously

14. Old Business – No Old Business

15. Public Comment – No Public Commented

16. Closed Session for personnel matters and matters related to attorney client privilege.

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

Motion to return to Open Session:

Second: Mrs. Hutler  
Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

- 1) Motion to appoint Todd Simmons, Principal Technician, Management Information Systems to the title of Manager 1, Information Processing (Assistant Technology Department Manager) with a salary of \$62,424.00, effective October 27, 2022:

Second: Mr. Mancini  
Mr. Mullins

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

Passed unanimously

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:59 p.m.

Respectfully submitted,



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