

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, December 13, 2022

Attendees: Ocean County Library Commission
Ruthanne Scaturro, Chair
Susan L. Hutler
Henry J. Mancini
Timothy McDonald (Arrived after the start of the Meeting)
Bonnie R. Peterson
Paul F. Wolleon

Absent: Christopher J. Mullins, Vice Chair

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, Tomis 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. Introduction of:

- A. 2022 Librarian of the Year Jamie Dunn, Librarian 2, Public Relations.
- B. 2022 Support Staff Person of the Year Christine Zahn, Principal Library Assistant, Whiting Reading Center.

Ms. Dunn and Ms. Zahn were recognized for their achievement by Library Director Ms. Quinn and Library Commission Chair Mrs. Scaturro.

- C. A motion was made to move Item's "A" through "C" in New Business to present retirement resolutions:

Mrs. Hutler

Second: Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

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

Ms. Heyson was unable to attend and will be presented with her retirement resolution at a later date.

Ms. Quinn read a statement from Ms. Sheridan as she was not able to attend the meeting and will be presented with her retirement resolution at a later date.

Mr. McDonald arrived at this time during the meeting.

- D. Presentation of Certificate to Library Commission Chair Ruthanne Scaturro.

Ms. Quinn presented a certificate to Mrs. Scaturro thanking her for being the Chair of the Library Commission over the past three (3) years, 2020 through 2022, which have been served during the COVID-19 pandemic.

Mrs. Scaturro praised the Library Staff especially those on the front lines for all the work that they did to serve our patrons during the past couple of years during the pandemic.

- E. Presentation of Certificates to past Library Commission Chair's.

Ms. Quinn presented certificates to recent past Library Commission Chair's.

- Mr. Mancini: Chair from 2010 through 2012
- Mrs. Peterson: Chair in 2013
- Mrs. Hutler: Chair in 1992 and 2017 through 2019

5. Approval of Minutes, Regular Meeting, November 15, 2022 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

8. Approval of Bill Certificate List # 12 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn invited Assistant Library Director Sara Siegler to speak at this time:

Sensory Space: Today the same group that presented at the American Library Association's Annual Conference did a presentation on our Sensory Space's to ninety-eight (98) libraries on Long Island. One hundred sixty (160) people attended the one (1) hour presentation via ZOOM. The Team will present information on how to create a Sensory Space at the upcoming LibLearnX Conference in New Orleans, LA. Long Island current does not have any Sensory Spaces. Libraries are very interested on how to build one.

New Stafford Library Viewing: Ms. Quinn showed the Library Commission a video view of what the outside of the new Stafford Branch is projected to look like. The design was prepared by County Architect Yezzi Associates.

11. Committee Reports

Finance Committee: Mr. Mancini thanked everyone that has been working on the budget and stated that it is currently being worked on and a preliminary meeting via ZOOM was conducted with the Finance Committee. The Finance Committee also discussed the Bay Head Reading Center.

Strategic Plan: Ms. Quinn stated that in his absence Mr. Mullins wanted her to pass on that he fully recommended that the company Advancing with Purpose, LLC be Awarded the Bid for Strategic Planning Consultant for 2023. After discussion the following was Proposed:

Motion to authorize a resolution to Award Bid to Advancing with Purpose, LLC for Library Strategic Planning Consulting to the Ocean County Library Commission for the period of January 1, 2023, through December 31, 2023, at a cost not to exceed \$77,675.00: Mr. Mancini

Second: Mrs. Peterson

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

Passed unanimously

12. Communications – No Communications

13. New Business

Resolutions

- A. Honoring Diane Colangelo, Principal Library Assistant, Lakewood Branch as she retires on January 1, 2023, after nineteen (19) years of dedicated service to the Ocean County Library;
- B. Honoring Dawn Heyson, Librarian 3, Branch Manager, Little Egg Harbor Branch as she retires on January 1, 2023, after forty-two (42) years of dedicated service to the Ocean County Library;
- C. Honoring Cathi Sheridan, Librarian 4, Branch Manager, Lakewood Branch as she retires on January 1, 2023, after twenty-five (25) years of dedicated service to the Ocean County Library;
- D. Establishing the Library Commission January Reorganization and Regular meeting dates for 2023;
- E. Authorizing the annual renewal of the agreement with the Toms River Parking Authority to provide free parking on Saturdays in the municipal parking deck for library patrons at a cost of \$10,000.00 for the period of February 1, 2023, through January 31, 2024;
- F. Authorizing the 2023 Temporary Operating Budget;
- G. Approving the Library's pension liability for 2023 with the County of Ocean in the amount of \$2,546,571.00;
- H. Closing out the Reserve Account for encumbrances against the 2021 Budget in the amount of \$157,925.52 by a transfer from (209-290-0028) to the General Library Account (209-290-0029);
- I. Establishing the Reserve Account for encumbrances against the 2022 Budget in the amount of \$4,318,797.00 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);
- J. Resolutions for Transfers:
 - 1. Authorizing transfer of \$15,000.00 from the General Library Account (209-290-0029) to the Sick Pay at Retirement Account (209-290-0049);
 - 2. Authorizing transfer of \$32,000.00 from the Sick Pay at Retirement Account (209-290-0049) to the Salaries and Wages line item in the General Library Account (209-290-0029);
 - 3. Authorizing transfer of \$100,000.00 from the Technology line item in the General Library Account (209-290-0029) to the Library Automation Account (209-290-0030) for the completion of three (3) unfinished 2022 projects including new charging stations, the Library website back-end upgrade and the Administration Board Room audio-visual upgrade;

- K. Approving the establishment of petty cash funds for 2023 for Toms River (\$200.00), Lakewood (\$100.00), Brick, Jackson, Manchester and Stafford (\$75.00 each), and Barnegat, Beachwood, Berkeley, Island Heights, Lacey, Little Egg Harbor, Long Beach Island, Plumsted, Point Pleasant Beach, Point Pleasant Borough, Tuckerton, Upper Shores and Waretown (\$50.00);
- L. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;

Bid Awards / Change Orders / Contracts

- M. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 15, 2022, for an amount not to exceed \$370,000.00 to be applied to future purchases;
- N. Authorizing execution of a Reciprocal Borrowing Agreement with Burlington County Library for a period of two (2) years; January 1, 2023, through December 31, 2024, at a cost of \$1.00 per net loan, amount not to exceed \$10,000.00 annually, and

Approvals

- O. Approving the 2023 Library Fund Accounts, Line Item Categories and Cost Centers;
- P. Approving holding Staff Development Day on Friday, May 12, 2023;
- Q. Approving the closing of the Library System to the public on Friday, May 12, 2023, for Staff Development Day;
- R. Approving Kayley Tezbar, the Source Water Ambassador of Central NJ to display a water barrel in the Jackson Branch from Wednesday, December 14, 2022, through Saturday, January 7, 2023, to promote a water barrel program being held at the Jackson Branch in January 2023;

Donations

- S. Accepting a donation of \$2,000.00 from the Friends of the Point Pleasant Borough Library for programming expenses at the Point Pleasant Boro Library to be spend \$1,000.00 for children's programming, \$500.00 for young adult programming, and \$500.00 for adult programming;
- T. Accepting a donation of \$1,500.00 from Thomas A. Bechler for adult programming at the Upper Shores Branch on behalf of the Grover Cleveland High School Class of 1952 in memory of Martin C. Unfried, Jr.;
- U. Accepting a donation of \$500.00 from Thomas A. Bechler for print materials on behalf of the Grover Cleveland High School Class of 1952 in memory of Martin C. Unfried, Jr. for the Upper Shores Branch.

Approval of Items "D" through "U":

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

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

Passed unanimously

14. Old Business – No Old Business

15. Public Comment – No Public Commented

16. Closed Session for the purposes of personnel contractual matters, and matters related to lease or acquisition of property.

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

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

Passed unanimously

Motion to return to Open Session:
Mrs. Peterson
Second: Mr. McDonald

Roll Call: All members answered Aye

Passed unanimously

1) Motion to approve a resolution for Confidential Library Staff to receive a 2.5% salary increase effective January 1, 2023:

Second: Mr. McDonald
Mrs. Peterson

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

Passed unanimously

- 2) Motion to approve a resolution for Management Library Staff to receive a 2.5% salary increase effective January 1, 2023:

Second: Mr. McDonald
Mr. Wolleon

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

Passed unanimously

- 3) Motion to approve a resolution for the Library Director to receive a 2.5% salary increase effective January 1, 2023:

Second: Mr. McDonald
Mrs. Peterson

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

Passed unanimously

- 4) Motion to approve a resolution for the Personnel Director to receive a 2.5% salary increase effective January 1, 2023:

Second: Mr. McDonald
Mrs. Peterson

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

Passed unanimously

- 5) Motion to approve a resolution for the 2023 Ocean County Library Holiday and Closing Schedule:

Second: Mr. McDonald
Mrs. Peterson

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

Passed unanimously

- 6) Motion to approve a resolution that the Library Commission agrees that employee contributions for the calendar year 2023 only shall be the 2022 SHBP (New Jersey State Health Benefits Plan) rate multiplied by 103% and the remainder of said SHBP costs shall be paid by the Ocean County Library Commission for the year of 2023 only:

Second: Mrs. Peterson
Mr. Mancini

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

Passed unanimously

- 7) Motion to approve the 2023 Ocean County Library Organizational Chart:

Second: Mr. McDonald
Mr. Mancini

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

Passed unanimously


17. Move to adjourn: Mrs. Peterson
Second: Mr. McDonald

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:06 p.m.

Respectfully submitted,



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