

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, January 17, 2023

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

Absent: Ruthanne Scaturro

Other Attendees: John C. Sahradnik, Library Counsel
Edward Feurey, Library Counsel
Susan Quinn, Library Director

Presiding: Timothy McDonald, Chair

Mr. McDonald read the Open Public Meetings Act at 4:06 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 December 28, 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 8, 2023, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On January 8, 2023, advance written notice of this meeting was published in *The Press of Atlantic City*;
 4. On January 4, 2023, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
 5. On January 4, 2023, 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 4, 2023.

2. Roll Call and Announcements

3. Approval of Minutes, Regular Meeting, December 13, 2022 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mullins

Passed unanimously

4. Approval of Minutes, Closed Session, December 13, 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, Mr. McDonald

Passed unanimously

5. Approval of Financial Statement, December 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, Mr. McDonald

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 13 and # 1 (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, Mr. McDonald

Passed unanimously

8. Ratification of Salary Expenditures (Resolution 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, Mr. McDonald

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

General Policy Manual Updates: Item "Q" on the agenda is updating the number of materials a customer can check out from thirty (30) to sixty (60). This was the amount that customers were able to be check out during the pandemic and was requested by our customers.

Item "P" on the agenda is expanding the length of Educator Library Cards from being renewed every six (6) months to one (1) year.

Top Titles for 2022: In the Commissioner's folder is a list of Top Title items that customers checked-out during 2022 that was compiled by the Collections Department. Ms. Quinn thanked Christi Aldellizzi, Sara Cook and Shannon Witte.

The three (3) most popular books in the system were, Steal by James Patterson, Dream Town by David Baldacci, and Wish You Were Here by Jodi Picoult.

This list included materials, and most popular items on the Libby and hoopla mobile applications.

10. Committee Reports

Finance Committee: Mr. Mancini stated that he and Ms. Quinn met with County Administrator, the Assistant Ocean County Administrator and County Comptroller to review

the Library's 2023 Budget. He thanked all the library staff that worked on the budget. The 2023 Library Budget is a very responsible budget with a decrease in the library rate of 9%.

11. Communications – No Communications

12. New Business

Resolutions

- A. Honoring Marilyn Riehl, Senior Library Assistant, Toms River Branch Youth Services, as she retires on February 1, 2023, after twenty-five (25) years of dedicated service to the Ocean County Library;
- B. Approving the 2023 Annual Budget in the amount of \$39,667,326.00 in dedicated tax dollars;
- C. Authorizing the Library Buyers to purchase materials, supplies and equipment for the Ocean County Library through State Contracts and pursuant to the Local Public Contracts Law and all New Jersey State Laws; and authorize the Purchasing Agent and Facilities Manager to purchase materials, supplies and equipment in the absence of the Library Buyer; and authorize the following Library titles (Library Director; Assistant Library Director, and Chief Librarian) to sign orders for the payment of goods and services relating to the Library;
- D. Authorizing the expenditure of the State Per Capita Aid account in the amount of \$327,598.00 for salaries in the 3rd pay period of 2023;
- E. Authorizing the Ocean County Library to participate in the vision care plan provided by the County of Ocean for County employees in 2023. County of Ocean Contract Number (PP2022-148);
- F. Authorizing a second solicitation of proposals for up to ten (10) Power Charging Station units throughout the library system;

Bid Awards / Change Orders / Contracts

- G. Approving year two (2) of a two (2) year contract agreement with Preferred Behavioral Health Consulting Group, Inc. for Employee Assistance Program (EAP) beginning March 1, 2023, through February 29, 2024, at a cost of \$3.60 per employee per month at a total cost not to exceed \$22,377.60 Contract Number: (C-22-01);
- H. Rejecting sole Bid from BLUUM USA, Inc. (formerly Troxell Communications, Inc) for the furnishing and delivery of Mobile Device Power Charging Stations for not meeting the bid specifications;

Approvals

- I. Approving the 2023 after-hours and community events (various branches);
- J. Approving the Library Director to submit the New Jersey State Library Annual Report with the permission of the Library Commission Chairperson by the March 15, 2023 deadline;

- K. Approving the Ocean County Health Department to hold flu vaccine clinics at various Ocean County Library branches through Sunday, December 31, 2023;
- L. Approving the Ocean County Health Department to hold COVID-19 vaccine clinics at various Ocean County Library branches through Sunday, December 31, 2023;
- M. Approving the 39th Annual Staff In-Service at the Holiday Inn of Manahawkin (Mainland) on Friday, November 3, 2023;
- N. Approving a delayed opening of the Library System at 1:00 p.m. on Friday, November 3, 2023, for the 39th Annual Staff In-Service;
- O. Approving the Toms River Branch to be closed on Thursday, April 13, 2023, to the public from 12:00 p.m. to 5:00 p.m. for staff training;
- P. Approving an update to the General Policy Manual, *A.5.5 Educator Cards*;
- Q. Approving an addition to the General Policy Manual, *A.5.6 Circulation Policy*;
- R. Approving an update to the General Policy Manual, *A.6 Fines and Fees Schedule*;
- S. Ratifying the Actions of Administration approving the Friends of the Beachwood Branch to have their General Membership meeting in the Beachwood Branch before normal open hours at 9:00 a.m. on Friday, January 6, 2023;
- T. Approving the Friends of the Beachwood Branch to have their meetings in the Beachwood Branch before normal open hours on the following Friday's from 9:00 a.m. to 10:00 a.m. on the following dates: March 3, 2023, May 5, 2023, September 1, 2023, and October 6, 2023;
- U. Approving the Library to partner with Lacey Township High School to provide a Structured Learning Experience for a student with learning disabilities;

Donations

- V. Accepting a donation of \$500.00 from the Hecht Family Foundation to be used at the discretion of the Toms River Branch.

Approval of Items "A" through "V":

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

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

Passed unanimously

13. Old Business – No Old Business

14. Public Comment – No Public Commented

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

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

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

Passed unanimously

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

Roll Call: All members answered Aye

Passed unanimously

1) Motion to approve the 2023 Position Control Document (On file in the Human Resources Office):

Second: Mr. Mullins
Mrs. Peterson

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

Passed unanimously

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:56 p.m.

Respectfully submitted,



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