

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, February 21, 2023

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

Absent: Henry J. Mancini

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

Presiding: Timothy McDonald, Chair

Mr. McDonald 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 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. Pledge of Allegiance

3. Roll Call and Announcements

Legal Counsel Ed Feurey swore in Susan L. Hutler to another five (5) year term as Library Commissioner.

4. Approval of Minutes, Reorganization Meeting, January 17, 2023 (Copy on file, Library Administration Office)

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

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

Abstain: Mrs. Scaturro

Passed unanimously

5. Approval of Minutes, Regular Meeting, January 17, 2023 (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, Mr. McDonald

Abstain: Mrs. Scaturro

Passed unanimously

6. Approval of Minutes, Closed Session, January 17, 2023 (Copy on file, Library Administration Office)

Motion to approve: Mrs. Peterson  
Second: Mrs. Hutler

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

Passed unanimously

7. Approval of Financial Statement, January 2023 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

Motion to approve: Mrs. Scaturro  
Second: Mrs. Hutler

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

Passed unanimously

9. Approval of Bill Certificate List # 2 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

Motion to approve: Mrs. Scaturro  
Second: Mrs. Hutler

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

Passed unanimously

11. Director's Report

Ms. Quinn reported on the following:

**Toms River Area's NAACP's Black History Month Program:** Ms. Quinn attended the Toms River Area's NAACP's Black History Month Program on Saturday, February 19, 2023, at the Toms River Branch. It included a food tasting prepared by members of Toms River Area NAACP and entertainment by Key Arts Productions as they presented their program "*Respect: Aretha Franklin's Musical Civil Rights Journey*" a musical tour through the life of Aretha Franklin "Queen of Soul" featuring film, recordings, and live narration and music performances by Key Arts. This program was sponsored by the Toms River Area NAACP and the Friends of the Ocean County Library – Toms River and is a long-term partnership between the Library and the Toms River Area NAACP. It is the first time since February 2019 that we have had this program in person, as it was not held during the pandemic years.

The Toms River High School North N'Step Team was scheduled to perform but had to cancel. We will have them back another time this year.

**Jackson Branch Sensory Space:** We will plan a Grand-Opening and a Ribbon Cutting for mid-March to late March once we have all the equipment in place. This will coincide with the Autism Awareness Month which begins in April.

**The Autism Resources Fair:** The Fair will be held in person at the Toms River Branch on Saturday, April 15, 2023. Toms River Township is participating and will park their Sensory Trailer outside the branch. The Library welcomes this partnership which will provide a quiet space on the ground floor of the Fair in addition to our Sensory Space on the 2<sup>nd</sup> Floor.

## 12. Communications

- A. Letters from the Ocean County Board of Elections and the Manchester Township Clerk of January 25, 2023, requesting the use of the Manchester Branch as a polling location on June 6, 2023, and November 7, 2023.

The Library Commissioners reviewed the letters and decided to conduct some research on past requests of this nature and will revisit this request at the March 21, 2023, Library Commission Meeting.

## 13. New Business

### **Resolutions**

- A. Honoring Nancy Bierbrauer, Administrative Clerk, Administration as she retires on March 1, 2023, after over eighteen (18) years of dedicated service to the Ocean County Library;
- B. Honoring Mary Jean "Jeannie" Collacott, Librarian 4, Young Adult Services Coordinator, as she retires on March 1, 2023, after over seventeen (17) years of dedicated service to the Ocean County Library;
- C. Honoring Karen Kierst, Senior Library Assistant, Little Egg Harbor Branch, as she retires on March 1, 2023, after over twenty-six (26) years of dedicated service to the Ocean County Library;
- D. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;
- E. Authorizing the Library Director or her designee to prepare and advertise soliciting of formal public bids for Outdoor Library Book Drops and Carts for various library branches;

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

- F. Authorizing an agreement with Communico, LLC for managing digital signs and providing a mobile application for the Library from SHI International Corp. under the New Jersey Cooperative Purchasing Contract, Contract #CK04, Subcontract #22-24 for a two (2) years at an annual cost of \$37,479.00;

- G. Amending the Janitorial Services Contract # (C-22-05) by approving an increase to the Lakewood Branch's Janitorial Services monthly hours by adding One Hundred Twenty-Eight (128) hours for a new monthly total of Two Hundred Seventy-Two (272) hours, an increase in cost of \$16,227.84 for the period of March 1, 2023, through August 31, 2023;
- H. Authorizing an Award of Bid for the furnishing of Automatic Door System Service and Repairs to the Ocean County Library System to Automatics Unlimited with a cost not to exceed \$75,000.00 for the period of March 1, 2023, through February 29, 2024, with a second year renewable option. Contract Number: (C-23-01);

### **Approvals**

- I. Approving the State of New Jersey's Motor Vehicle Commission's Mobile DMV Unit to park at the Jackson Branch once a month;
- J. Approving a correction to the General Policy Manual, *A.5.6 Circulation Policy* by correcting the loan period of Books, non-fiction videos, CD-ROMs, spoken word and music CDs, cassettes from forty (40) days to twenty-one (21) days;
- K. Approving setting a suggested donation for 2023 National Library Week T-Shirts, both men's and women's between \$5.50 and \$6.25 for small, medium, large, and extra-large sizes, and between \$7.50 to \$16.50 for 2XL through 6XL sizes;
- L. Approving setting a suggested donation for 2023 National Library Week "Hoodies", both men's and women's between \$20.00 and \$22.00 for small, medium, large, and extra-large sizes, and between \$23.00 and \$35.00 for 2XL through 6XL sizes;
- M. Approving the Brick Branch to attend the POAC Walk for a difference at ShoreTown Ballpark on Sunday, May 7, 2023, from 11:00 a.m. to 2:00 p.m.;
- N. Approving Girl Scout Troop 267 to have a collection box at the Little Egg Harbor Branch during the month of March 2023, to collect items to create "Birthday Bags" to donate to the local food banks;
- O. Approving the Little Egg Harbor Branch to host off-site programs at the Little Egg Harbor Freedom Fields in collaboration with the Ocean County Parks Department Naturalists for four (4) programs that are would be scheduled on Wednesday, April 12, 2023, at 10:00 a.m. and 1:00 p.m. and also on Monday, August 7, 2023, at 10:00 a.m. and 1:00 p.m.;
- P. Approving the Little Egg Harbor Branch to host two (2) off-site programs at Little Egg Harbor's Graveling Point in collaboration with the AmeriCorps New Jersey Watershed Ambassador's Program on Thursday, June 29, 2023, at 1:30 p.m. and 2:30 p.m.;
- Q. Approving the Little Egg Harbor Branch to donate homemade t-shirt dog toys to the Friends of the Ocean County Animal Shelter's Southern location. These items would be made during the summer months and donated in late August 2023;
- R. Approving the Tuckerton Library Association to host an Open House on Wednesday, April 19, 2023, and the Tuckerton Branch to be open to the public from 7:00 p.m. to 9:00 p.m.;

## Donations

- S. Accepting a donation of \$500.00 from Anthony Horan for the Rose T. Horan Silent Reading Tower;
- T. Accepting a donation of \$3,970.00 from the State of NJ Local Library Support Fund to be used at the Library's discretion;
- U. Accepting a donation of \$200.00 from Gail B. Brandli in Memory of Margaret Balbo to be used at the discretion of the Barnegat Branch;
- V. Accepting a donation of \$5,000.00 from the Friends of the Brick Library to be used at the discretion of the Brick Branch;
- W. Accepting a donation of \$300.00 from the Friends of the Jackson Library to be used for Juvenile Programs at the Jackson Branch;
- X. Accepting a donation of \$2,520.58 from the Friends of the Lakewood Library of OCL to be used at the discretion of the Lakewood Branch;
- Y. Accepting a donation of \$500.00 from the GCSANJ in Memory of Margaret Kennedy to be used at the discretion of the Toms River Branch;
- Z. Accepting a donation of \$200.00 from Rita & Richard Herber to be used to purchase print materials at the Toms River Branch;
- AA. Accepting a donation of \$1,100.00 from the Tuckerton Library Association to be used at the discretion of the Tuckerton Branch;
- BB. Accepting a donation of \$500.00 from Mary Gibbons to be used at the discretion of the Upper Shores Branch;
- CC. Accepting a Powell Mini Logo Skateboard from David L. Broughton for the Stafford Branch, estimated value is \$150.00.

Approval of Items "A" through "CC":

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

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

Passed unanimously

14. Old Business – No Old Business

15. Public Comment – No Public Commented

16. Closed Session for the purposes of matters related to lease or acquisition of property and discussion of security tactics at library branches.

Motion to approve: Mrs. Peterson  
Second: Mrs. Hutler

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

Passed unanimously

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

Roll Call: All members answered Aye

17. Move to adjourn: Mrs. Peterson  
Second: Mrs. Hutler

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:55 p.m.

Respectfully submitted,



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