

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, March 28, 2023  
Rescheduled from March 21, 2023

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

Absent: Susan L. Hutler  
Christopher J. Mullins  
Ruthanne Scaturro

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 March 24, 2023, 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 March 29, 2023, written notice of this meeting was published in the *Asbury Park Press*;
  3. On March 25, 2023, advance written notice of this meeting was published in *The Press of Atlantic City*;
  4. On March 24, 2023, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
  5. On March 24, 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 March 24, 2023.
2. Pledge of Allegiance
3. Roll Call and Announcements

4. Approval of Minutes, Regular Meeting, February 21, 2023 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mancini

Passed unanimously

5. Approval of Minutes, Closed Session, February 21, 2023 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mancini

Passed unanimously

6. Approval of Financial Statement, February 2023 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

8. Approval of Bill Certificate List # 3 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

**2023 IMLS Medal:** Ocean County Library has been nominated to the final round of the 2023 IMLS Medal in Washington, DC. She is very proud of the staff. The winner of the award will be announced on May 23, 2023. Ocean County Library is one of fifteen (15) finalists in the Library category. Ms. Quinn thanked the Library Staff, and the support of the Library Commission and the Ocean County Board of Commissioners.

**Jackson Sensory Space Grand opening:** The Jackson Sensory Space grand opening is currently scheduled for Tuesday, April 4, 2023.

**Autism Resources Fair:** The Sixth Annual Autism Resources Fair will be held on Saturday, April 15, 2023, in person at the Toms River Branch.

**Forensic Files in the Aisles Program:** This program will be on Saturday, September 9, 2023, at the Toms River Branch and the focus will be on the true crime book genre.

11. Committee Reports – No Committees Reported

12. Communications – No Communications

### 13. New Business

#### **Resolutions**

- A. Honoring Sally Harrison, Librarian 3, Island Heights Branch Manager as she retires on April 1, 2023, after twenty-five (25) years of dedicated service to the Ocean County Library;
- B. Authorizing the soliciting of public bids for Library Collection Services (debt collection);

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

- C. Award of Bid for the furnishing and delivery of ten (10) Mobile Device Power Charging Stations for the Ocean County Library to Veloxity One, LLC the lone bidder in the total amount of \$62,500.00;
- D. Authorizing an agreement with Verizon through the State of New Jersey's Services Agreement for Data Communications Network Services under Contract T1776, Master Blanket Purchase Order Number 85943;

#### **Approvals**

- E. Approving an update to the General Library Policy Manual, *A.10 Meeting Room*, updating paragraph 12;
- F. Approving the Beachwood Branch to partner with the Friends of the Beachwood Library and the non-profit group, Always Supporting Our Military by having a collection bin in the Beachwood Branch beginning on Wednesday, March 22, 2023, through Wednesday, January 31, 2024;
- G. Approving The Friends of the Ocean County Library – Toms River to donated \$446.19 to the Toms River Youth Services Department for the purchase of updated dollhouse furniture, dolls, and trains for the play area;

#### **Donations**

- H. Accepting a donation of \$300.00 from The Friends of the Jackson Library for Juvenile programs at the Jackson Branch;
- I. Accepting a donation of \$2,000.00 from The Friends of the Island Library (LBI) to be used at the discretion of the Long Beach Island Branch;
- J. Accepting a donation of \$200.00 from Harriet Chambers, Teresa Thomas, Anne Newbury, and Mary Moron in Memory of Rachel Dalesandro to be used at the discretion of the Volunteer Services Department;
- K. Accepting a donation of \$475.00 from The Friends of the Ocean County Library – Toms River for Juvenile programs.

Approval of Items "A" through "K":

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

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

Passed unanimously

14. Old Business

- 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 revisited the letters. Mr. McDonald will reach out to the Manchester Township Clerk to discuss this.

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: Mr. Mancini  
Second: Mrs. Peterson

Roll Call: Ayes: Mr. Mancini, 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

Ms. Quinn stated that she received a request from Red Robin to have a free lemonade stand at the Toms River Branch during the Autism Resources Fair.

**New Stafford Branch:** Ms. Quinn announced that the new Stafford Branch Library is continuing through the process at the County. She was invited to the County Commissioner Pre-Board Meeting to review the 2023 IMLS National Medal Award.

**Downtown Toms River Theatre Group:** Wanted to use Mancini Hall every Friday evening and charge a fee. She let them know that this does not meet the requirements of using the room.

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:52 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "H. Applegate Jr.", written in a cursive style.

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