

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, July 18, 2023

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

Absent: Christopher J. Mullins

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

Presiding: Paul F. Wolleon, Vice Chair

Mr. Wolleon 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

4. Presentation by Holman, Frenia, Allison, P.C. 2022 Library Audit

Jerry Conaty of Holman, Frenia, Allison, P.C. spoke about the 2022 Audit for the period ending on December 31, 2022. The review found no finding of significant deficiencies, material weaknesses, or instances of noncompliance.

Mr. Mancini thanked Ms. Quinn and Ms. Jennifer Woodman, Budget Officer along with their staff for a great job and he was pleased with the outcome of the audit.

Motion to accept the 2022 Audit as presented to the Library Commission:

Mr. Mancini

Second: Mrs. Peterson

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

Passed unanimously

5. Approval of Minutes, Rescheduled Regular Meeting, May 23, 2023 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. McDonald

Passed unanimously

6. Approval of Minutes, Closed Session, May 23, 2023 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. McDonald

Passed unanimously

7. Approval of Minutes, Cancelled Meeting, June 20, 2023 (Copy on file, Library Administration Office)

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

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

Passed unanimously

8. Approval of Financial Statement, May 2023 (Copy on file, Library Administration Office)

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

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

Passed unanimously

9. Approval of Financial Statement, June 2023 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

11. Ratification of Bill Certificate List # 6 (Copy on file, Library Administration Office)

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

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

Passed unanimously

12. Approval of Bill Certificate List # 7 (Copy on file, Library Administration Office)

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

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

Passed unanimously

13. Ratification of Salary Expenditures (May 2023) (Resolution on file, Library Administration Office)

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

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

Passed unanimously

14. Ratification of Salary Expenditures (June 2023) (Resolution on file, Library Administration Office)

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

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

Passed unanimously

15. Director's Report

Ms. Quinn reported on the following:

Mrs. Marie Collamer former president of the Friends of Waretown Library during the 1980s and 1990s recently passed away. Condolences were sent to her family.

Toms River Branch Air-Conditioning: The air-conditioning unit at the Toms River Branch failed on July 3, 2023, closing the Branch to the public and the Branch was re-opened on July 14, 2023, with the installation of a temporary unit. Ms. Quinn thanked all of the staff for their great teamwork as they worked to resolve the issue and reopen to the public. A special thank you to the Library Facilities team for their efforts and the Toms River staff who processed and shelved an enormous amount of books last week in order to reopen.

Bay Head Express: Library services have begun in the Bay Head Borough Hall at 83 Bridge Ave. today. Ms. Quinn acknowledged Bay Head Mayor Bill Curtis who was instrumental in keeping library services in Bay Head with his innovative idea. She also thanked the Library's Facilities, Technology, Collections, and Branch Services staff for their hard work on this project. Please stop by and see it. Mr. Wolleon attended the opening.

New Stafford Branch Library: Construction of the new Stafford Branch Library will begin soon on the site at the Ocean County Southern Resource Center and the construction fencing will be placed soon.

2023 Summer Reading: All of the Ocean County Library staff are busy brining wonderful library programs and services to the public as we celebrate Summer Reading 2023. This year's theme is "All Together Now", and as always they are doing an excellent job.

16. Committee Reports – No Committees Reported

17. Communications

A. Letter from Ocean County Commissioner Director Joseph H. Vicari of May 25, 2023

The Library Commissioners reviewed the letter from Ocean County Commissioner Director Joseph H. Vicari.

18. New Business

Resolutions

- A. Honoring Debra Gallagher, Senior Library Assistant, Printing & Graphics Department as she retires on July 1, 2023, after twenty-five (25) years of dedicated service to the Ocean County Library;
- B. Authorizing the Library to apply for the Kearnybank Foundation grant to provide programs for children, teens, and adults with special challenges in the amount of \$1,500.00;

Bid Awards / Change Orders / Contracts

- C. Approving Award of Bid for Debt Collection Services to Unique Management Services, Inc. for a one (1) year period, with a second year renewable option for a per submission fee of \$9.85. Contract Number: (C-23-02);
- D. Authorizing an agreement with Communico, LLC for software to facilitate library staff and customers to create, manage, and register for library programs from SHI International Corps. under the New Jersey Cooperative Purchasing Alliance Contract, Contract #CK04, Subcontract #22-24 for a two (2) year agreement prorated cost of \$9,773.86 for 2023, and an annual cost of \$16,907.36 for 2024, and a one (1) time implementation cost of \$4,226.84;

Approvals

- E. Approving a change in date for the Colm Keegan Concert to Sunday, July 23, 2023, and allowing the Toms River Branch to be open afterhours;
- F. 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: August 4, 2023, November 3, 2023, and December 1, 2023;
- G. Approving the Point Pleasant Beach Branch to have an offsite outdoor musical performance of Keven Kelly and Friends at the Borough of Point Pleasant Beach's Bandshell on the corner of Arnold and Baltimore Avenues on Monday, July 24, 2023, at 7:00 p.m.;
- H. Approving the Lions club and the Point Pleasant Borough High School's Leo Club to have a collection bin in the Point Pleasant Borough Branch from Friday, September 1, 2023, through Monday, July 1, 2024, to collect eyeglass donations;
- I. Approving the Friends of the Ocean County Library – Toms River Branch to use three (3) parking spaces designated for guests behind the Toms River Branch on a date to be determined for an ice cream truck to serve staff as a form of appreciation;
- J. Approving the Brick Branch, Jackson Branch, Little Egg Harbor Branch, and the Toms River Branch to have collection bins to collect personal hygiene items and donate them to the Department of Children and Families during the month of September 2023;

Donations

- K. Accepting a \$200.00 donation from Joan & Dennis Campbell in Memory of Mimi Tyler for Adult Print Materials on art, music, and gardening for the Long Beach Island Branch;
- L. Accepting a \$400.00 donation from the Friends of the Jackson Library for Young Adult Programs at the Jackson Branch;
- M. Accepting a \$500.00 donation from Barbara e. LaBatt in Memory of Dagmar Finkle to be used at the discretion of the Upper Shores Branch;
- N. Accepting a \$200.00 donation from the Ocean County Library Foundation for a donation that was intended for the Ocean County Library Jackson Branch by Jen Steinman;
- O. Accepting a \$350.00 donation from Melissa & Steve Orlowski in Memory of Barbara Furman to be used at the discretion of the Stafford Branch;

- P. Accepting a \$270.24 donation from the Friends of the Ocean County Library – Toms River for office supplies and to purchase acrylic sign holders and easels for the Toms River Branch;
- Q. Accepting a \$451.86 donation from the Friends of the Ocean County Library – Toms River to purchase raffle prizes for the Toms River Branch’s 2023 Summer Reading Program;
- R. Accepting a \$992.75 donation from the Friends of the Ocean County Library – Toms River to be used to purchase book carts for the Toms River Branch;
- S. Accepting a \$300.00 donation from the Toms River Police Foundation to be used at the discretion of the Toms River Branch.

Approval of Items “A” through “S”:

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

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

Passed unanimously

19. Old Business – No Old Business

20. Public Comment – No Public Commented

21. Closed Session – No Closed Session

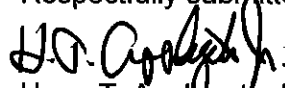
22. Move to adjourn: Mr. Mancini
Second: Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:12 p.m.

Respectfully submitted,



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