

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, August 15, 2023

Attendees: Ocean County Library Commission
Paul F. Wolleon, Vice Chair
Susan L. Hutler
Henry J. Mancini
Christopher J. Mullins (Via Conference Call)
Ruthanne Scaturro (Via Conference Call)

Absent: Timothy McDonald, Chair
Bonnie R. Peterson

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. Approval of Minutes, Rescheduled Regular Meeting, July 18, 2023 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mullins

Passed unanimously

5. Approval of Financial Statement, July 2023 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

Summer Reading: The library is underway with its 2023 Summer Reading Program with the theme, "*All Together Now*". Last week Youth Services had an educational program on whales at several branches including the Toms River Branch featuring Nile, the life-sized inflatable humpback whale that filled Mancini Hall and almost touched the ceiling. Children ages 5 to 12 learned how whales and humans are similar and different.

Public Services Statistics: Public Services achievements from January through June 2023 compared to last year (January through June 2022):

- 205,000 library cardholders, an increase of 5%.
- Our patrons who are children (Ages 0 to 12 years) grew by 25%, excellent job by Ocean County Library Youth Services.
- Our visitor count is up 13% with just under 700,000 people walking through the doors of the library system.
- The number of library programs held was over 7,000, an increase of 6%.
- Program attendance is up by 43%, with over 158,000 people attending library programs.
- Meeting room usage at the Toms River Branch is up 27%, with over 1,500 uses. System meeting room use is currently over 5,000 uses.
- Almost 700,000 people used the library's computers and wireless.
- Library staff answered over 490,000 reference questions from the public.
- The library circulated almost 2,000,000 books and materials, 1% more than last year.

Special Library Programs in September: During the month of September several special library programs are planned:

- **Forensic Files in the Aisles** on Saturday, September 9, 2023. Ms. Quinn thanked our local law enforcement professionals who will be sharing their expertise by participating. The focus is on True Crime and law enforcement.
- **James J. Mancini Memorial Author Event** with best-selling author Sandra Brown on Saturday, September 23, 2023, from 6:00 p.m. to 9:00 p.m. Some of her books have been turned into TV Series and Movies.

- **Colm Keegan:** The Ocean County Library Foundation presents an evening of Celtic celebration with award-winning Irish musician and teacher Colm Keegan on Thursday, September 14, 2023.
- **Hispanic Heritage Month:** From mid-September through October, Ocean County Library celebrates Hispanic Heritage Month at all library branches with wonderful programs and book displays.

New Stafford Branch Library: Work is progressing on the site of the new Stafford Branch Library. The sign is up announcing the new library and earth moving construction vehicles are onsite.

10. Communications – No Communications

11. New Business

Resolutions

- A. Honoring Toni Smirniw, Librarian 3, Branch Manager Long Beach Island Branch as she retires on September 1, 2023, after twenty-six (26) years of dedicated service to the Ocean County Library;
- B. Authorizing the Library Director or her designee to prepare and advertise for Request for Qualifications for Various Exempt Services (books, audio, video, magazines, downloadable, etc.) in accordance with N.J.S.A. 19:44A-20 et.;
- C. Authorizing the Ocean County Library System Teen Services Department to apply for the Baker & Taylor / YALSA Collection Development Grant for a collection development project to support young adults ages 12 to 18 in the amount of \$1,000.00;

Bid Awards / Change Orders / Contracts

- D. Approving Award of Bid for Janitorial Services second year renewal option for the period of September 1, 2023, through August 31, 2024, as reviewed by the Ocean County Library's Purchasing Department:
 - Region I (B, PX, P, UP) – Best Cleaning Building Service, Inc., yearly cost = \$84,480.00
 - Region II (BKY, BD, LA, WA, BGT) – One Total Cleaning Services, yearly cost = \$50,400.00
 - Region III (STF, LBI, TU, LEH) – One Total Cleaning Services, yearly cost = \$40,00.08
 - Region IV (MA, PL, LAK, JA, WH) – Best Cleaning Building Services, Inc., yearly cost = \$199,255.68
 - Region V (TR) – Best Cleaning Building Services, Inc., yearly cost, \$135,900.00
Contract # (C-22-05);

Approvals

- E. Approving the submission of a preliminary 2024 Capital Budget request to the County of Ocean as authorized by the Library Commission Chairperson;
- F. Approving the 2023 James J. Mancini Author Program featuring Sandra Brown on Saturday, September 23, 2023, and allowing the Toms River Branch to be open after-hours from 5:00 p.m. to 9:00 p.m.;
- G. Approving the Jackson Friends of the Library to fund the purchase of two (2) mobile book display units not to exceed \$3,000.00 for the Jackson Branch;
- H. Approving the use of the Long Beach Island Branch as a mustering location for the Ethel Jacobsen School during the 2023-2024 school year in the event of an emergency during normal Branch hours.

Donations

Approval of Items "A" through "H":

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

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

Passed unanimously

12. Old Business – No Old Business

13. Public Comment – No Public Commented

14. Closed Session for matters related to attorney client privilege and review of pending litigation, and contractual matters related to lease or acquisition of property, and personnel.

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

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

Passed unanimously

Motion to return to Open Session:

Mr. Mancini

Second:

Mrs. Hutler

Roll Call:

All members answered Aye

Passed unanimously

15. Move to adjourn:

Mrs. Hutler

Second:

Mr. Mancini

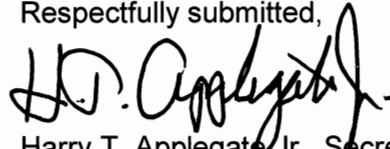
Roll Call:

All members answered Aye

Passed unanimously

The meeting adjourned at 4:23 p.m.

Respectfully submitted,



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