

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, September 19, 2023

Attendees: Ocean County Library Commission
Timothy McDonald, Chair
Paul F. Wolleon, Vice Chair
Susan L. Hutler
Christopher J. Mullins
Bonnie R. Peterson

Absent: Henry J. Mancini
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 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, Regular Meeting, August 15, 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

Abstain: Mr. McDonald

Passed unanimously

5. Approval of Minutes, Closed Session, August 15, 2023 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. McDonald

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

Roll Call: Ayes: Mrs. Hutler, Mr. Mullins, 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. Hutler

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

James J. Mancini Memorial Author Event: The James J. Mancini Memorial Author event will be on Saturday, September 23, 2023, at 6:00 p.m. in Mancini Hall at the Toms River Branch. Library Commissioner Henry Mancini will attend and provide opening remarks.

Beachwood's 50th Anniversary: The Beachwood Branch will be celebrating their 50th Anniversary on Saturday, October 14, 2023.

Lakewood's 25th Anniversary: The Lakewood Branch will be celebrating their 25th Anniversary in joining the Ocean County Library System on Tuesday, November 2, 2023, at 2:00 p.m.

Staff In-Service: The annual Staff In-Service will be held on Friday, November 3, 2023, from 9:00 a.m. to 12:00 p.m. at the Mainland in Manahawkin.

Ms. Quinn asked the Commissioners to let her or Harry Applegate know if they will be attending any of these events.

Touch a Truck Program at Manchester: Manchester Branch is having a Touch a Truck program for children featuring police vehicles and fire trucks on Saturday, September 30, 2023. The Township is graciously allowing the Branch to use their parking lot for customer parking.

Elks Lodge Partnership: The Stafford Branch would like to partner with the Manahawkin Elks Lodge in support of their grant application for literacy and food insecurity programs.

Donations: Ms. Quinn acknowledged several of the generous donations that were received.

11. Committee Reports

Ocean County Library Foundation: Mrs. Hutler attended the Thursday, September 14, 2023, Library Foundation sponsored Colm Keegan concert. The event was a memorial to James J. Fosbre, Jr. Mr. Fosbre's family was in attendance and enjoyed the concert.

12. Communications

Passing of recent retirees: Ms. Quinn spoke about the recent passing of Dawn Heyson, John Olivio, and Thomas Bell.

13. New Business

Resolutions

- A. Authorizing the Library Director or her designee to prepare and advertise for Requests for Qualifications (RFQ) for various professional services in 2024, including Legal Counsel, Labor Counsel, and Auditor;
- B. Authorizing the Library Director or her designee to prepare and advertise for Request for Proposal (RFP) for Interior Design Services in 2024;
- C. Authorizing the Library Director or her designee to prepare and advertise soliciting public bids for ramp and stair replacements at the Long Branch Island Branch;
- D. Appointing Jessica Nappi, Senior Accountant as petty cash custodian;
- E. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;

Bid Awards / Change Orders / Contracts

Approvals

- F. Approving the following branches to be open after-hours to serve as Early Voting Polling Places as requested from the Ocean County Board of Elections from Friday, October 27, 2023, through Sunday, November 5, 2023, branches are: Berkeley Branch, Brick Branch, Jackson Branch, Little Egg Harbor Branch, Manchester Branch, Toms River Branch, and Upper Shores Branch;
- G. Approving the Beachwood Branch to have an off-site program on Saturday, October 14, 2023, at the Beachwood Community Center;
- H. Approving the Friends of the Beachwood Branch to have a meeting in the Beachwood Branch before normal open hours on Friday, November 10, 2023;
- I. Approving the Manchester Branch to close the main parking lot from 9:00 a.m. to 12:00 p.m. on Saturday, September 30, 2023 for the Manchester Branch's "Touch-a-Truck" event;

- J. Authorizing the Point Pleasant Beach Library Association to utilize the Point Pleasant Beach Branch after normal open hours on Saturday, September 30, 2023, for them to host a tea party for supporters of the Association;
- K. Approving the Stafford Branch to partner with the Manahawkin Elks Lodge in support of their grant application to the Elks National Foundation for story-times, literacy activities, and activities on the topic of food insecurity;
- L. Approving the Friends of the Waretown Library to purchase book carts for the Waretown Branch at a cost of not more than \$1,210.55 including shipping;

Donations

- M. Accepting a \$1,000.00 donation from Cathy O'Donnell in memory of her late husband Douglas Neiss to be used at the discretion of the Brick Branch;
- N. Accepting a \$205.00 donation from the Friends of the Jackson Library for Adult Programming at the Jackson Branch;
- O. Accepting a \$400.00 donation from the Friends of the Jackson Library for Juvenile Programming at the Jackson Branch;
- P. Accepting a \$200.00 donation from the Friends of the Point Pleasant Beach Branch to purchase prizes for the ongoing Point Pleasant Beach scavenger hunt;
- Q. Accepting a \$5,000.00 donation from Michelle Hiscott and John Schuld to be used for adult programming and print materials in honor of their late mother, Kathleen Schuld at the Upper Shores Branch;
- R. Accepting a donation of nineteen (19) copies of Narcotics Anonymous, 6th edition to the Ocean County Library from the Ocean Area Narcotics Anonymous;
- S. Accepting a donation from Min Koptic of a Merlin HD Ultra Enhanced Vision Machine for the Little Egg Harbor Branch, estimated value is \$3,750.00;

Approval of Items "A" through "S":

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

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

Passed unanimously

14. Old Business – No Old Business

15. Public Comment

Friends of the Brick Library: The Brick Friends stated that they were having issues getting approval for events that they have had in the past and was told by the Branch Manager that they needed Commission approval.

Mr. McDonald recommend that they meet with Ms. Quinn and then she will brief him on the issues and if needed he would take it to the entire Library Commission.

16. Closed Session for matters related to attorney client privilege, contractual matters related to lease or acquisition of property, and matter involving employment.

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

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

Passed unanimously

Motion to return to Open Session:
Mr. Wolleon
Second: Mrs. Hutler

Roll Call: All members answered Aye

Passed unanimously

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:33 p.m.

Respectfully submitted,



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