

**OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, October 17, 2023**

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

Absent:

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, September 19, 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: Mr. Mancini, Mrs. Scaturro

Passed unanimously

5. Approval of Minutes, Closed Session, September 19, 2023 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mancini, Mrs. Scaturro

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

8. Approval of Bill Certificate List # 10 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

Friends of the Library Week: Ms. Quinn thanked all of the Friends for all that they do for the Library. Mr. McDonald and Ms. Quinn presented the National Friends of the Library Week Resolution to Marilyn Lago, President of the Brick Friends of the Library who accepted the Resolution on behalf of all the Friends Groups.

Resolution Honoring Ocean County Board of Commissioners Director Joseph H. Vicari: Item "B" under New Business is a resolution honoring Ocean County Board of Commissioners Director Joseph H. Vicari for his nineteen (19) years of service as Liaison to Ocean County Library and he will receive a lifetime gold library card.

11. Committee Reports – No Committee's Reported

12. Communications – No Communications

13. New Business

Resolutions

- A. Honoring October 15 – 21, 2023, as Friends of the Library Week;
- B. Authorizing a resolution honoring Joseph H. Vicari, Commissioner Director Ocean County Board of Commissioners for this nineteen (19) years of dedicated service as Liaison to Ocean County Library;

Bid Awards / Change Orders / Contracts

- C. Authorizing execution of a 2024 Intergovernmental Services Agreement with the County of Ocean for Vehicle Maintenance and Repairs at a cost not to exceed \$160,000.00;
- D. Authorizing an agreement to continue membership for three (3) years commencing January 1, 2024, with Ocean County Insurance Fund Commission to continue the Commission's coverage of Workers' Compensation and Employers' Liability, other than motor vehicle; Cyber Liability; Crime; Property Damage, other than motor vehicle; Motor Vehicle Liability; and Public Officials Liability / Employment Practices Liability;
- E. Authorizing an additional \$40,000.00 to MidWest Tapes for hoopla services to bring the current total for 2023 to \$410,000.00;

Approvals

- F. Approving the Library to partner with various local charitable and community based organizations to collect items to benefit Ocean County residents in need from Wednesday, October 18, 2023, through Tuesday, January 2, 2024;
- G. Approving a Letter of Support for the Ocean County Cultural and Heritage Association's and League of Historical Societies of New Jersey's grant application to the New Jersey Council on the Humanities on using the assets of New Jersey library maker spaces to help historic sites and museums engage the public;
- H. Approving the Human Resources Department to prepare and apply to be accepted as a Department of Defense (DOD) Skillsbridge partner;
- I. Approving a partnership with the Department of Defense (DOD) for the Skillbridge program that allows transitioning service members an opportunity for unpaid structured internships during their final 180 days of service;
- J. Approving the Brick Friends of the Library to have a collection bin in the Brick Branch from Wednesday, October 18, 2023, through Thursday, November 30, 2023, to collect new socks for the JBJ Soul Kitchen;

Donations

- K. Accepting a \$446.19 donation from the Friends of the Ocean County Library Toms River for Juvenile programming at the Toms River Branch;
- L. Accepting a \$500.00 donation from Carol Ann Rothman to be used at the discretion of the Upper Shores Branch;
- M. Accepting a \$500.00 donation from Lavallette Pickleball for Juvenile programming at the Upper Shores Branch.

Approval of Items "A" through "M":

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

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, 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 personnel matters and potential litigation.

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

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

Passed unanimously

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

Roll Call: All members answered Aye

Passed unanimously

1) Motion to approve the tile Administrative Secretary:

Mrs. Scaturro
Second: Mrs. Hutler

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

Passed unanimously

2) Motion to approve Addendum to the Personnel Actions:

Mrs. Scaturro
Second: Mrs. Peterson

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

Passed unanimously

3) Motion to approve the title Chief Accountant:

Mr. Mullins
Second: Mr. Wolleon

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

Passed unanimously

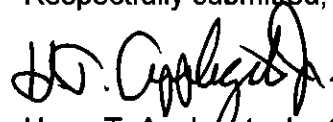
16. Move to adjourn: Mrs. Hutler
Second: Mrs. Scaturro

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