

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, December 12, 2023

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

- A. 2023 Librarian of the Year Dorothy Uhl, Librarian 3, Branch Manager, Little Egg Harbor Branch.
- B. 2023 Support Staff Person of the Year Meredith Silvestri, Senior Library Assistant, Toms River Branch (Sensory Space).
- C. 2023 Director's Award for Excellence: Meagan Harrison, Librarian 2, Collections.

Ms. Uhl, Ms. Silvestri, and Ms. Harrison were recognized for their achievement by Library Director Ms. Quinn and Library Commission Chair Mr. McDonald.

A motion was made to move Item "B" in New Business to present Connie Reese with her retirement resolution:

Motion: Mrs. Hutler
Second: Mr. Mancini

Roll Call: All members answered Aye

Ms. Reese was in attendance and was presented with her retirement resolution by Library Director Ms. Quinn and Library Commission Chair Mr. McDonald.

5. Approval of Minutes, Regular Meeting, October 17, 2023 (Copy on file, Library Administration Office)

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

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

Passed unanimously

6. Approval of Minutes, Closed Session, October 17, 2023 (Copy on file, Library Administration Office)

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

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

Passed unanimously

7. Approval of Minutes, Cancelled Meeting, November 14, 2023 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mullins

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

13. Ratification of Salary Expenditures to be paid October 2023 (Resolution 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

14. Ratification of Salary Expenditures to be paid November 2023 (Resolution on file, Library Administration Office)

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

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

Passed unanimously

15. Director's Report

Ms. Quinn reported on the following:

2024 Holiday Schedule: Ms. Quinn stated that the 2024 Holiday Schedule had the option of closing for Election Day and having Veterans Day as a floating holiday, or closing for Veterans Day and having Election Day as a floating Holiday. The Library Commission agreed to use the option of being closed on Veterans Day and having Election Day as a floating holiday.

New Stafford Branch Library: Ms. Quinn turned her report over to Joe Cahill, Facilities Manager. Mr. Cahill updated the Library Commission with the ongoing removal and testing of soil. Extra soil has been moved by the Ocean County Roads Department for other County projects. He thanked the Roads Department and Julie Tarrant, Ocean County Chief Financial Officer. The Foundation has been poured, and 90% of the curbing has been completed. The current project completion date is scheduled for the fall of 2024.

16. Committee Reports

Ocean County Library Foundation: Mrs. Hutler updated the Library Commission that the Library Foundation will be again granting Ocean County Library locations each a \$1,000.00 grant in 2024.

Finance Committee: Mr. Mancini stated that the Commission Finance Committee had a meeting and is working on the 2024 budget. They are working on delivering a good budget and are working on some items.

Mr. Mullins stated that this is reason for the temporary budget on today's agenda.

17. Communications – No Communications

18. New Business

Resolutions

- A. Honoring Martha Jo Bilderback, Senior Library Assistant, Collections as she retires on January 1, 2024, after twenty-four (24) years of dedicated service to the Ocean County Library;
- B. Honoring Connie Reese, Supervising Library Assistant, Barnegat Branch as she retires on January 1, 2024, after twenty-nine (29) years of dedicated service to the Ocean County Library;
- C. Honoring Glynis Wray, Librarian 4, Bay Head Express, as she retires on January 1, 2024, after twenty-six (26) years of dedicated service to the Ocean County Library;
- D. Ratifying the Actions of Administration authorizing a resolution to solicit formal public bids for a new Delivery Truck;

- E. Ratifying the Actions of Administration authorizing a resolution to solicit formal public bids for up to five (5) Laptop Lending Kiosk units;
- F. Establishing the Library Commission January Reorganization and Regular meeting dates for 2024;
- G. Approving the 2024 Ocean County Library Holiday and Closing Schedule;
- H. Authorizing the 2024 Temporary Operating Budget;
- I. Approving the Library's pension liability for 2024 with the County of Ocean in the amount of \$2,739,902.00;
- J. Closing out the Reserve Account for encumbrances against the 2022 Budget in the amount of \$444,474.00 by a transfer from (209-290-0028) to the General Library Account (209-290-0029);
- K. Establishing the Reserve Account for encumbrances against the 2023 Budget in the amount of \$2,835,454.00 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);
- L. Authorizing a 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. 19:44-A20-4.5 et. seq;
- M. Resolutions for Transfers:
 1. Authorizing transfer of \$15,000.00 from the General Library Account (209-290-0029) to the Sick Pay at Retirement Account (209-290-0049);
 2. Authorizing transfer of \$47,000.00 from the Sick Pay at Retirement Account (209-290-0049) to the Salaries and Wages line item in the General Library Account (209-290-0029);
 3. Authorizing transfer of \$250,000.00 from the Technology line item in the General Library Account (209-290-0029) to the Library Automation Account (209-290-0030) for the Little Egg Harbor Branch Cabling Project and Future Branch Renovation Projects;
- N. Approving the establishment of petty cash funds for 2024 for Toms River (\$200.00), Lakewood (\$100.00), Brick, Jackson, Manchester and Stafford (\$75.00 each), and Barnegat, Beachwood, Berkeley, Island Heights, Lacey, Little Egg Harbor, Long Beach Island, Plumsted, Point Pleasant Beach, Point Pleasant Borough, Tuckerton, Upper Shores and Waretown (\$50.00);
- O. Authorizing a resolution to solicit Request for Qualifications (RFQ) for a new Employee Assistance Plan (EAP);
- P. Authorizing a second solicitation to solicit formal public bids for a new Delivery Truck;

Bid Awards / Change Orders / Contracts

- Q. Authorizing the annual renewal of the agreement with the Toms River Parking Authority to provide free parking on Saturdays in the municipal parking deck for library patrons at a cost of \$10,000.00 for the period of February 1, 2024, through January 31, 2025;

- R. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 15, 2023, for an amount not to exceed \$450,000.00 to be applied to future purchases;
- S. Authorizing the award of contract for the provision of print and electronic books, materials, and resources under Various Exempt Services in accordance with N.J.S.A. 19:44A-20.4 et. Seq. as described in the bid for Request for Qualifications (RFQ);
- T. Rejecting sole bid from Conti Causeway Ford for the procurement of a Ford Delivery Truck for the Ocean County Library System for not meeting the bid specifications that contained multiple fatal defects in accordance with N.J.S.A. 40A: 11-23.2, et. al;

Approvals

- U. Ratifying the Actions of Administration approving the Ocean County toy drive to have collection bins in the following branches: Toms River Branch, Brick Branch, Manchester Branch, Jackson Branch; and Stafford Branch;
- V. Ratifying the Actions of Administration approving the Friends of the Jackson Library to donate a mobile Lego wall to the Jackson Branch Library at a cost not to exceed \$1,600.00;
- W. Ratifying the Actions of Administration approving a partnership beginning on Wednesday, November 15, 2023, with the Manahawkin Huntington's Disease Support Group on the 3rd Wednesday of every month at the Stafford Branch through Tuesday, December 31, 2024;
- X. Ratifying the Actions of Administration approved the Toms River BID to place a Wreath Walk Ballot Box at the Toms River Branch from Thursday, November 30, 2023, through Sunday, December 31, 2023;
- Y. Approving the 2024 Library Fund Accounts, Line Item Categories and Cost Centers;
- Z. Approving a partnership with ARC of Ocean County, a non-profit organization that advocates and provides opportunities and support necessary for individuals with intellectual and development disabilities;
- AA. Approving the Friends of the Beachwood Branch to have meetings in the Beachwood Branch before normal open hours on the first Wednesday's of the month on: January 3, 2024, February 7, 2024, March 6, 2024, April 3, 2024, May 1, 2024, June 5, 2024, July 3, 2024, August 7, 2024, September 4, 2024, October 2, 2024, November 6, 2024, and December 4, 2024;
- BB. Approving the Friends of the Beachwood Branch to continue their partnership with the non-profit group Always Supporting our Military by maintaining a collection bin in the Beachwood Branch from Monday, January 1, 2024, through Tuesday, December 31, 2024;
- CC. Approving the Lacey Branch to donate no-sew blankets to the Associated Humane Society Popcorn Park Zoo Shelter for their animals. These will be made by teens and adults as part of the Martin Luther King, Jr., National Day of Service;
- DD. Approving holding Staff Development Day on Friday, May 10, 2024;
- EE. Approving the closing of the Library System to the public on Friday, May 10, 2024, for Staff Development Day;

FF. Approving an update to the General Policy Manual, *A.12 Exhibit and Display Policy*;

Donations

- GG. Accepting a \$1,000.00 donation from The Stokes Family to be used at the discretion of the Long Beach Island Branch;
- HH. Accepting a \$250.00 donation from Chesla Wechsler to be used at the discretion of the Point Pleasant Beach Branch;
- II. Accepting a \$250.00 donation from Michelle Iannello, Philip Tesoriero, Sandra Tesoriero, and Maria Pallante in Memory of Nicholas Corbo for children's programming at the Upper Shores Branch;
- JJ. Accepting a \$1,300.00 donation from Daniel & Suzanne Collamer for a bench at the Waretown Branch in Memory of Marie Collamer.

Approval of Items "A" and "C" through "JJ":

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

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

Passed unanimously

19. Old Business – No Old Business

20. Public Comment – No Public Commented

21. Closed Session for matters related to attorney client privilege and potential litigation, and personnel matters related to collective bargaining.

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

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. Hutler
Second: Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

1) Motion to approve the revised Social Media Policy:

Mr. Mancini
Second: Mrs. Scaturro

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

Passed unanimously

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:31 p.m.

Respectfully submitted,



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