

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, January 16, 2024

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

Absent: Henry J. Mancini
Bonnie R. Peterson
Ruthanne Scaturro

Other Attendees: John C. Sahradiuk, Library Counsel
Edward Feurey, Library Counsel
Susan Quinn, Library Director

Presiding: Timothy McDonald, Chair

Mr. McDonald read the Open Public Meetings Act at 4:06 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 13, 2023, 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 5, 2024, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On January 6, 2024, advance written notice of this meeting was published in *The Press of Atlantic City*;
 4. On December 29, 2023, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
 5. On December 13, 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 December 13, 2023.

2. Roll Call and Announcements

3. Approval of Minutes, Regular Meeting, December 12, 2023 (Copy on file, Library Administration Office)

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

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

Passed unanimously

4. Approval of Minutes, Closed Session, December 12, 2023 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 13 and # 1 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

Presentation of Retirement Resolution to Judy Roberts: Ms. Quinn asked that the Library Commission approve Resolution "A" under New Business to approve Ms. Roberts' retirement resolution.

Approve Item "A" under New Business:

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

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

Passed unanimously

Library Commission Chairman McDonald and Library Director Ms. Quinn presented Ms. Roberts with her retirement resolution.

Public Library Association (PLA) Grant: The Toms River Branch will be applying for the Public Library Association's Talk Story grant.

Letter of Support for Georgian Court University: Ocean County Library is offering a letter of support for Georgian Court University's National Endowment for the Arts (NEA) Big Read grant application.

Jackson Branch Closure: The Jackson Branch will be closed to the public from Monday, March 4, 2024, through Friday, March 15, 2024, for Branch Renovations including new carpeting.

10. Committee Reports

Finance Committee: Mr. Mullins reviewed the Library's 2024 Annual Budget and stated that the County had an increase in ratables and that there is no increase to the tax rate which allows the Library to increase the tax levy. This allows funds for items that were previously discussed.

He recommended by to approve the 2024 Dedicated Tax in the amount of \$45,101,718.00.

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

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

Passed unanimously

11. Communications – No Communications

12. New Business

Resolutions

- A. Honoring Judy Roberts, Principal Library Assistant, Beachwood Branch, as she retires on February 1, 2024, after twenty-eight (28) years of dedicated service to the Ocean County Library;
- B. Authorizing the Library Buyers to purchase materials, supplies and equipment for the Ocean County Library through State Contracts and pursuant to the Local Public Contracts Law and all New Jersey State Laws; and authorize the Purchasing Agent and Facilities Manager to purchase materials, supplies and equipment in the absence of the Library Buyer; and authorize the following Library titles (Library Director; Assistant Library Director, and Chief Librarian) to sign orders for the payment of goods and services relating to the Library;
- C. Authorizing the expenditure of the State Per Capita Aid account in the amount of \$290,673.00 for salaries in the 3rd pay period of 2024;
- D. Authorizing a resolution for the solicitation of formal public bids for landscaping and snow removal services for various library locations;
- E. Authorizing a second solicitation to solicit formal public bids for ramp and stairs replacement at the Long Beach Island Branch;
- F. Authorizing a second solicitation to solicit formal public bids for restroom renovations at various branches;
- G. Authorizing the Toms River Branch to apply for the Public Library Association's Talk Story: Sharing Stories, Sharing Culture grant in the amount of \$500.00;
- H. Authorizing the Ocean County Library to participate in the vision care plan provided by the County of Ocean for County employees in 2024. County of Ocean Contract Number (PP2022-148);

Bid Awards / Change Orders / Contracts

- I. Rejecting ten (10) Bids for Restroom Renovations for various Library Branch's including Barnegat, Berkeley, Lacey, and Waretown;
- J. Rejecting six (6) Bids for stairs and ramp replacement at the Long Beach Island Branch;

Approvals

- K. Ratifying the actions of Administration for an author book talk and signing by Bob Glass author of the book, *A Journey with Redtails* on Saturday, January 20, 2024, in Mancini Hall of the Toms River Branch;
- L. Approving the 2024 after-hours and community events (various branches);
- M. Approving the Library Director to submit the New Jersey State Library Annual Report with the permission of the Library Commission Chairperson by the March 15, 2024 deadline;
- N. Approving the Ocean County Health Department to hold vaccine clinics at various Ocean County Library branches through Tuesday, December 31, 2024;
- O. Approving the 40th Annual Staff In-Service at the Holiday Inn of Manahawkin (Mainland) on Friday, November 15, 2024;
- P. Approving a delayed opening of the Library System at 1:00 p.m. on Friday, November 15, 2024, for the 40th Annual Staff In-Service;
- Q. Approving a letter of support for Georgian Court University's National Endowment for the Arts (NEA) Big Read Grant application;
- R. Approving the Jackson Branch to be closed to the public on from Monday, March 4, 2024, through Friday, March 15, 2024 for Branch Renovations;
- S. Approving the Point Pleasant Beach Library Association to have meetings in the Point Pleasant Beach Branch after normal open hours on Tuesday's at 7:00 p.m. on the following dates: February 6, 2024, April 2, 2024, June 4, 2024, August 6, 2024, October 1, 2024, and December 3, 2024;

Donations

- T. Accepting a donation of \$500.00 from the Hecht Family Foundation to be used at the discretion of the Toms River Branch;
- U. Accepting a donation of \$200.00 from Mardell Halm to be used for the Brick Branch Youth Services Department;
- V. Accepting a donation \$250.00 from NJ Warriors Junior College Football team to be used at the discretion of the Jackson Branch;
- W. Accepting a donation of \$200.00 from the Friends of the Point Pleasant Beach Branch to prizes for the ongoing scavenger hunt at the Point Pleasant Beach Branch;
- X. Accepting a donation of \$2,000.00 from the Friends of the Point Pleasant Borough Library to be used for the Point Pleasant Boro Branch as follows: \$500.00 for Adult programming, \$500.00 for Young Adult programming, and \$1,000.00 for Youth programming.

Approval of Items "B" through "X":

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

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

Passed unanimously

13. Old Business – No Old Business

14. Public Comment – No Public Commented

15. Closed Session for personnel matters related to collective bargaining.

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

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

Passed unanimously

Motion to return to Open Session:
Mr. Mullins
Second: Mr. Wolleon

Roll Call: All members answered Aye

Passed unanimously

1) Motion to approve the updated Ocean County Library Organization Chart:

Second: Mrs. Hutler
Mr. Wolleon

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

Passed unanimously

- 2) Motion to approve title change for Jessica Nappi, Senior Accountant to the title of Chief Accountant at a salary of \$80,000.00 effective January 18, 2024:

Mr. Mullins
Second: Mrs. Hutler

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

Abstain: Mr. McDonald

Passed unanimously

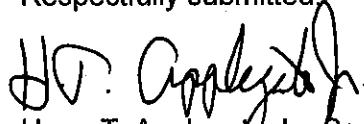
16. Move to adjourn: Mrs. Hutler
Second: Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:25 p.m.

Respectfully submitted,



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