

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, February 20, 2024

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  
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 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. Pledge of Allegiance

3. Roll Call and Announcements

Mr. McDonald welcomed special guest new Library Liaison, Ocean County Commissioner Virginia "Ginny" Haines.

4. Approval of Minutes, Reorganization Meeting, January 16, 2024 (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

Abstain: Mr. Mancini, Mrs. Scaturro

Passed unanimously

5. Approval of Minutes, Regular Meeting, January 16, 2024 (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 Minutes, Closed Session, January 16, 2024 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mancini, Mrs. Scaturro

Passed unanimously

7. Approval of Financial Statement, January 2024 (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

8. Personnel Actions (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

9. Approval of Bill Certificate List # 2 (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

10. Ratification of Salary Expenditures (Resolution 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

11. Director's Report

Ms. Quinn reported on the following:

**2024 Ocean County Library Budget:** On Wednesday, February 7, 2024, the Ocean County Board of Commissioners approved the Ocean County Library's dedicated tax of \$45,101,718.00. The Budget will include a fund balance carryforward from 2023 of \$3,506,041.00 a reserve transfer of \$444,474.00, Fines & Fees of \$175,000.00, and an Unreserved Fund Balance Transfer of \$849,767.00 for a total 2024 Budget of \$50,077,000.00. The budget will be posted to the Library's website. Ms. Quinn thanked the Ocean County Commissioners for their support of the Ocean County Library and the Ocean County Library's Commission Finance Committee.

Mr. Mancini appreciated the effort of the Library staff in putting the budget together and appreciated the support from the Board of County Commissioners.

**Jackson Branch Closing for Renovations:** The Jackson Branch will be closed on Monday, March 4, 2024, for carpet replacement. Ms. Quinn thanked the County for their support as this project is being funded by County Capital.

**Virtual Author Program:** Ocean County Library will be having Nina Totenberg for a Program entitled, "*The Power of Friendships*" she authored the book *Dinners with Ruth: A Memoir on the Power of Friendships* that will be on Wednesday, March 6, 2024.

**Prom Dress Drive:** Toms River Branch Mancini Hall will host the Prom Dress Giveaway from March 11 – 13, 2024, Little Egg Harbor Branch will host the Prom Dress Giveaway on March 19 & 20, 2024, and the Brick Branch will host the Prom Dress Giveaway on March 25 & 26, 2024.

**Strategic Plan Presentation:** Kim Zablud, Advancing with Purpose Consultant presented the Library Commission with an overview of the 2024 – 2028 Ocean County Library Strategic Plan.

Mr. McDonald asked what the main concerns of staff were. Ms. Zablud stated that the main staff concerns were wanting to bring more creativity to their job, and safety in the buildings which appears in the plan.

Mr. Mullins asked if contact information was obtained from individuals who participated in the focus groups so that they could be contacted with information from the plan and thanking them for what they contributed. Ms. Zablud stated that she does have contact information from those that attended the focus groups and for the general public that filled out the survey a press release could be sent out.

A group of parents that were at the Lacey Branch focus group expressed it was critical to them that the library had free programming.

Ms. Quinn thanked Ms. Zablud for her work and the participation of library staff and the public.

## 12. Committee Reports

**Ocean County Library Foundation:** Mrs. Hutler updated the Library Commission that the Library Foundation is currently donating \$1,000.00 grants to Branches. The Library Foundation is also supporting projects from staff committees.

## 13. Communications

### A. Letter from Madeline Peyko of January 23, 2024

The Library Commissioners reviewed the letter from Madeline Peyko.

## 14. New Business

### **Resolutions**

- A. Approving the 2024 Annual Budget;
- B. Approving the 2024-2028 Strategic Plan;
- C. Authorizing the Library to accept a grant in the amount of \$1,500.00 from the KearnyBank Foundation for the Lacey Branch for programming at the Branch;
- D. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;

### **Bid Awards / Change Orders / Contracts**

- E. Approving a two (2) year contract agreement with Preferred Behavioral Health Consulting Group, Inc. for Employee Assistance Program (EAP) beginning on March 1, 2024, through February 28, 2026, at a first year (March 1, 2024, through February 28, 2025) cost of \$3.60 per employee per month at a total cost not to exceed \$22,680.00. Contract Number: (C-24-01);
- F. Approving Award of Bid for the furnishing of Automatic Door System Services and Repairs to the Ocean County Library System for a second year renewal option for the period of March 1, 2024 through February 28, 2025, to Automatics Unlimited for a cost not to exceed \$75,000.00. Contract Number (C-23-01);
- G. 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);
- H. Authorizing an Award of Bid for a Ford Delivery Truck(s) to Conti Causeway Ford for a total of \$54,603.20 Contract Number: (C-24-02);

### **Approvals**

- I. Approving the Homebound & Volunteer Services Department to have a collection bin in four (4) branches: Lacey, Little Egg Harbor, Stafford, and Toms River to collect toiletries to be distributed to the two (2) Ocean County Department of Children and Families locations during the month of March 2024;
- J. Approving setting a suggested donation for 2024 National Library Week T-Shirts, both men's and women's between \$7.95 and \$9.95 for small, medium, large, and extra-large sizes, and between \$11.95 to \$14.95 for 2XL through 5XL sizes;
- K. Approving setting a suggested donation for 2024 National Library Week "Sweatshirts", both men's and women's between \$18.95 and \$26.95 for small, medium, large, and extra-large sizes, and between \$21.95 and \$34.95 for 2XL through 4XL sizes;
- L. Approving the Toms River Branch to have a food truck on Washington Street for the 2024 *FanNation: Geekextravaganza* event on Saturday, October 5, 2024, from 9:00 a.m. to 5:00 p.m. pending the acquiring of the appropriate township and county approvals;
- M. Approving the Tuckerton Library Association to host an Open House on Wednesday, April 10, 2024, and the Tuckerton Branch to be open to the public from 7:00 p.m. to 9:00 p.m.;

**Donations**

- N. Accepting a \$200.00 donation from the Friends of the Jackson Branch to be used for Juvenile programming at the Jackson Branch;
- O. Accepting a \$2,250.00 donation from the Friends of the Jackson Branch to be used to purchase two (2) mobile book display units at the Jackson Branch;
- P. Accepting a \$2,000.00 donation from the Friends of the Island Library (LBI) to use at the discretion of the Long Beach Island Branch;
- Q. Accepting a \$2,000.00 donation from the Friends of the Plumsted Library to be used at the discretion of the Plumsted Branch;
- R. Accepting a \$1,000.00 donation from Mary Gibbons for ebooks at the Upper Shores Branch.

Approval of Items "A" through "R":

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

15. Old Business – No Old Business

16. Public Comment – No Public Commented

17. Closed Session – No Closed Session

18. Move to adjourn: Mr. Mancini  
Second: Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:42 p.m.

Respectfully submitted,



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