

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, March 19, 2024

Attendees: Ocean County Library Commission  
Paul F. Wolleon, Vice Chair  
Susan L. Hutler  
Henry J. Mancini  
Bonnie R. Peterson  
Ruthanne Scaturro

Absent: Timothy McDonald, Chair  
Christopher J. Mullins

Other Attendees: Edward Feurey, Library Counsel  
Susan Quinn, Library Director

Presiding: Paul F. Wolleon, Vice Chair

Mr. Wolleon 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

4. Approval of Minutes, Regular Meeting, February 20, 2024 (Copy on file, Library Administration Office)

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

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

Passed unanimously

5. Approval of Financial Statement, February 2024 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 3 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

**Sad News:** Ms. Quinn stated that she has been informed that former staff member Brenda Walker has passed away. Also, former long-time Library Commissioner Joseph Harding has passed away.

**Meagan Harrison Retirement:** Ms. Harrison is unable to attend today's meeting to receive her retirement resolution. Her resolution will be presented to her at another time.

**General Policy Manual Updates:** Rules of Conduct, A.5.1 and Policy on Suspension or Limitation of Library Privileges for Violation of the Library's Rules of Conduct: Banning Procedures, A.5.1.1. The Rules of Conduct include language prohibiting Sexual Harassment of staff and customers this was taken from the Library's Personnel Policy Manual that was previously vetted by Library Labor Counsel.

The Banning Policy was updated and streamlined to follow current best practices and was vetted by Library Legal Counsel. Ms. Quinn thanked the supervisors at the Toms River Branch for their recommendations and hard work to update the Policy based on their experience and research. Two (2) of the leads on this project are in attendance today, Katie McKnight, and Myah Vanderbilt.

These two (2) policy changes are listed on the Agenda as item's "D" and "E" under New Business for adoption.

**Facilities Updates:** The Jackson Branch reopened on Friday, March 15, 2024, after replacing the old carpeting and adding new carpeting throughout the building. The project was completed ahead of schedule. Ms. Quinn thanked the entire Jackson Branch staff, the Facilities Department and the project lead, Assistant Facilities Manager Barry DePaul.

The Library is working with the interior design team at Settembrino Architects on a plan to update and refresh the children's Discovery Room at the Toms River Branch; the current space is sixteen (16) years old.

**New Stafford Branch Update:** The new Stafford Branch in Manahawkin is progressing. Mr. Cahill provided and update on the project and noted that the slab work is complete. Pouring of concrete for the first floor is set to start on Thursday. Steel is completed and sitting in the yard. After the concrete has cured in about two (2) weeks the steel will be going up and the structure will be visible.

**Plumsted Branch Anniversary:** On Friday, April 12, 2024, at 2:00 p.m. the Plumsted Branch will be celebrating their 25<sup>th</sup> Anniversary at their 119 Evergreen Road site.

**Autism Resources Fair:** The Autism Resources Fair will be on Saturday, April 13, 2024, at the Toms River Branch from 10:00 a.m. to 3:00 p.m.

## 10. Committee Reports

**Ocean County Library Foundation:** Mrs. Hutler updated the Library Commission that the Library Foundation will be meeting on Thursday, March 21, 2024. They are set to approve grants and are also supporting grants from staff Committees.

## 11. Communications

- A. Letter from Jackson Township Councilman Mordechai Burnstein of February 27, 2024, recommending the Jackson Branch Library be open on Sundays from 1:00 p.m. to 5:00 p.m.

The Library Commission reviewed the letter from Jackson Township Councilman Mordechai Burnstein. The Library Commission thanked Councilman Burnstein on his interest in adding additional hours by opening the Jackson Branch on Sundays.

The Library Commission will take the request under consideration and will look into it for the future, as the request cannot be fulfilled in the short-term as staffing and budgeting for the building to be open on Sundays will need to be reviewed.

## 12. New Business

### **Resolutions**

- A. Honoring Meagan Harrison, Librarian 2, Collections as she retires on May 1, 2024, after Twenty-Five (25) years of dedicated service to the Ocean County Library;

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

- B. Authorizing Award of Bid for the purchase of five (5) twelve (12) Bay Laptop Units with Annual Platinum Plus Level Service to Java Connections, LLC d/b/a Laptops Anytime at a total cost of \$159,962.50. Contract Number (C-24-04);
- C. Approving Award of Bid for Lawn Mowing, Shrub Care, and Snow Removal Services for the period of April 1, 2024, through March 31, 2025, with a second year renewable option to RPM Landscaping Contractor, LLC as follows:

Region II (B, P, PX, UP): yearly cost = \$22,997.00

Region III (BD, BGT, BKY, IH, LA, WA): yearly cost = \$25,725.00

Region IV (LBI, LEH, STF, TU): yearly cost= \$21,290.00

Region V (JA, LAK, MA, PL.): yearly cost = \$41,650.00

Contract Number: (C-24-03).

### Approvals

- D. Approving an update to the General Policy Manual, *A.5.1 Rules of Conduct*;
- E. Approving an update to the General Policy Manual, *A.5.1.1 Policy on Suspension or Limitation of Library Privileges for Violation of the Library's Rules of Conduct: Banning Procedures*;
- F. Approving the Barnegat Branch to attend Barnegat Township's Pirate's Day on Saturday, May 4, 2024, the event was previously approved to attend in September 2024;
- G. Approving the Lacey Branch to have an off-site program, *Family Trails at Eno's Pond County Park* on Friday, August 16, 2024, at the Eno's Pond County Park in Lacey Township;
- H. Approving the Friends of the Jackson Library to donate \$900.00 to the Jackson Branch for Youth Services programming and Summer Reading 2024 prizes;
- I. Approving the Friends of the Jackson Library to donate up to \$5,000.00 to the Jackson Branch for new furniture and interactive play stations in the Children's Department;
- J. Approving the Little Egg Harbor Branch to have two (2) off-site nature walks in partnership with the Ocean County Parks Department on Friday, August 9, 2024, and Saturday, August 10, 2024, at the Ocean County Freedom Fields in Little Egg Harbor;
- K. Approving the Little Egg Harbor Branch and patrons to make and donate felt cat toys to the Friends of the Southern Ocean County Animal Shelter;
- L. Approving the Little Egg Harbor Branch to create a *Kindness Rock Garden* in partnership with the Robert C. Wood Early Childhood Center on Tuesday, April 9, 2024, and place the rocks in the landscaping around the front of the Branch for display;
- M. Approving the Stafford Branch to partner with the Rutgers Cooperative Extension of Ocean County, New Jersey Agricultural Experiment Station Extension Center in Toms River to host a display on water conservation in the Branch in honor of Earth Day from Monday, April 15, 2024, through Wednesday, May 15, 2024;
- N. Approving an update to the Friends of the Upper Shores Library By-laws;

### Donations

- O. Accepting an Eschenbach 165011 SmartLux Digital Handheld Video Magnifier from Robin Petty for the Brick Branch, estimated value of \$600.00;
- P. Accepting a donation of \$400.00 from the Friends of the Jackson Library for Juvenile Programs at the Jackson Branch;
- Q. Accepting a donation of \$500.00 from the Friends of the Jackson Library for Programming Supplies at the Jackson Branch;
- R. Accepting a donation of \$1,020.00 from the Friends of the Jackson Library for Furniture/Fixtures at the Jackson Branch.

Approval of Items "A" through "R":

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

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

Passed unanimously

13. Old Business – No Old Business

14. Public Comment – No Public Commented

15. Closed Session – No Closed Session

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:09 p.m.

Respectfully submitted,



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