

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

Attendees: Ocean County Library Commission  
Timothy McDonald, Chair  
Paul F. Wolleon, Vice Chair  
Susan L. Hutler (Via Phone)  
Bonnie R. Peterson  
Ruthanne Scaturro

Absent: Henry J. Mancini  
Christopher J. Mullins

Other Attendees: John C. Sahradnik, 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

4. Approval of Minutes, Regular Meeting, March 19, 2024 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 4 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

A motion was made to move Item "A" in New Business to present Edward T. Feurey, Esq. with his lifetime Ocean County Library Card:

Motion: Mr. Wolleon  
Second: Mrs. Peterson

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

Mr. Feurey was in attendance and was presented with his lifetime Ocean County Library Card by Library Director Susan Quinn, Library Commission Chairman Tim McDonald and the rest of the Library Commission.

**Ocean County Hidden Gem: The Library System article:** The Berkeley, NJ Patch ran an article on Friday, April 12, 2024, calling the Ocean County Library system a hidden gem for Ocean County. The article stated that the Library has so much more to offer than just books, such as 3D printers, museum passes, streaming services, Chromebooks, sensory spaces, and so much more.

**Ocean County Autism Resources Fair:** Ocean County Library's Autism Resources Fair was held on Saturday, April 13, 2024, at the Toms River Branch. The event was very successful. Stephanie Faughnan attended the event and will be doing an article for Jersey Shore Online that will run in local town papers.

**Assistant Library Director Presentation on Sensory Backpacks:** Sara Siegler, Assistant Library Director presented the Library Commission with a new initiative of having Sensory Backpacks available at all Ocean County Library locations starting on Friday, April 19, 2024.

Ms. Siegler brought an example of a Sensory Backpack and reviewed the contents.

10. Committee Reports – No Committee's Reported

11. Communications – No Communications

## 12. New Business

### **Resolutions**

- A. Honoring Edward T. Feurey, Esq., long-time legal counsel to Ocean County Library and bestowing him a lifetime Ocean County Library Card;
- B. Authorizing transfer of \$1,622,128.00 from the Library General Account (209-290-0029) to the Library System Projects Account (209-290-0038) to fund the 2024 Library System Projects plan expenditures;

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

- C. Authorizing Award of Bid for the procurement of Restroom Renovations for various libraries including: Barnegat, Berkeley, Lacey, and Waretown branches of the Ocean County Library System to Westcraft Builders, Inc. of Lincoln Park, NJ for a total of \$282,200.00. Contract Number: (C-24-05);
- D. Authorizing Award of Bid for the procurement of Stair and Ramp Replacement for the Long Beach Island Library Branch for the Ocean County Library System to Westcraft Builders, Inc. of Lincoln Park, NJ for a total of \$168,282.00. Contract Number: (C-24-06);

### **Approvals**

- E. Approving updates to the 2024 Library Fund Accounts, Line Item Categories, and Cost Centers;
- F. Approving the Ocean County Library's Senior Services Department to expand their partnership with Interfaith, Meals on Wheels, and Causeway CAREs to include the Barnegat, Long Beach Island, Stafford, and Tuckerton branches;
- G. Approving the Ocean County Library to serve as an eclipse glasses collection point to collect and store eclipse glasses for Astronomers Without Borders for international redistribution;
- H. Approving the Beachwood Friends of the Library to have meetings in the Beachwood Branch before normal open hours on the following Tuesday's: May 8, 2024, June 12, 2024, September 11, 2024, October 9, 2024, November 13, 2024, and December 11, 2024;
- I. Approving the County of Ocean's County Connections Van to park at the Little Egg Harbor Branch on the following dates: May 13, 2024, June 10, 2024, August 12, 2024, and September 16, 2024;
- J. Approving the New Jersey Motor Vehicle Commission's Van to park at the Jackson Branch on the following dates: July, 2, 2024, August 2, 2024, and October 1, 2024;
- K. Approving the County of Ocean's County Connections Van to park at the Long Beach Island Branch on one (1) Thursday a month from May through September 2024;
- L. Approving the Manchester Branch to close half of the staff parking lot on Saturday, June 29, 2024, for a *Smoky the Bear Campfire Safety* program;

- M. Approving the Point Pleasant Beach Library Association to host a tea party for supporters of the Library Association after-hours in the Point Pleasant Beach Branch on Saturday, May 11, 2024;
- N. Approving the County of Ocean's County Connections Van to park at the Point Pleasant Borough Branch on the following dates: June 7, 2024, July 26, 2024, August 23, 2024, and September 27, 2024;
- O. Approving the Stafford Branch to partner with the Reynolds Family Foundation to host at the Branch *Read & Weed Storytimes* on Tuesday's at 10:00 a.m. during the months of July and August 2024;
- P. Approving a change of date for the Tuckerton Library Association to host their Open House to Wednesday, April 24, 2024, and the Tuckerton Branch to be open to the public from 7:00 p.m. to 9:00 p.m.;
- Q. Approving the County of Ocean's County Connections Van to park at the Upper Shores Branch on the following dates: June 5, 2024, July 15, 2024, August 21, 2024, and September 25, 2024;

**Donations**

- R. Accepting a donation of \$300.00 from Jean Ferris in memory of her late father Robert Ferris for programming at the Point Pleasant Borough Branch;
- S. Accepting a donation of \$1,000.00 from the Tuckerton Library Association to be used at the discretion of the Tuckerton Branch;
- T. Accepting a donation of \$200.00 from the Carolyn Malanga to be used for Youth Services programming at the Upper Shores Branch.

Approval of Items "B" through "T":

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

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

Passed unanimously

13. Old Business – No Old Business

14. Public Comment – No Public Commented

15. Closed Session – No Closed Session

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:16 p.m.

Respectfully submitted,



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