

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, May 21, 2024

Attendees: Ocean County Library Commission  
Timothy McDonald, Chair  
Paul F. Wolleon, Vice Chair  
Henry J. Mancini  
Christopher J. Mullins (Arrived During Closed Session)  
Bonnie R. Peterson  
Ruthanne Scaturro

Absent: Susan L. Hutler

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, April 16, 2024 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mancini

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 5 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mr. Mancini, 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. Scaturro  
Second: Mr. Wolleon

Roll Call: Ayes: Mr. Mancini, 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 "F" in New Business to present Christine Zahn, Principal Library Assistant, Whiting Reading Center with her retirement resolution:

Motion: Mrs. Scaturro  
Second: Mr. Wolleon

Roll Call: All members answered Aye

Passed unanimously

Ms. Zahn was in attendance and was presented with her retirement resolution by Library Director Susan Quinn and Library Commission Chairman Timothy McDonald.

**Staff Development Day:** The Library's Annual Staff Development Day was held on Friday, May 10, 2024. This year's theme was "Turning Our Next Page" and focused on gaining new skills, the Library's core mission and values, and celebrating the accomplishments of our staff. Ms. Quinn thanked the Staff Development Day committee, Joe Brausam, Jennifer Grazioso, Gigi Hayes, Muriel Odrick who serves as Chair, Robin Sabatini, and Deborah Blackwell who serves as Management Liaison.

**Summer Reading:** In 2023, children read 50,424 books an increase of 33% from previous years, 29,863 attended programs an increase of 18%. In 2023, teens read 2,344 books an increase of 4% from previous years, 16,943 attended programs an increase in 527%. The increase was due in part to the summer S.A.I.L. (Service and Achievement In the Library) program and Reading Buddies, where teens read to younger children. Both programs were in-person in 2023.

The theme for Summer Reading 2024 is, Adventure Begins at Your Library.

**NJLA Conference:** This year's New Jersey Library Association's Conference will be held at Harrah's in Atlantic City May 29, through May 31, 2024. Several Library staff were selected through a competitive process to present at the Conference. Some programs include:

Self-Published Authors: Creating a Policy and Committee to Allow for Inclusion in Library Collections, presented by Christi Aldellizzi, Marisa Ganguzza, and Valerie Smith.

Sensory Spaces and Creative Programming to Reach Your Diverse Community, presented by Gigi Hayes, Wendi Smolowitz, Meredith Silvestri, and Sara Siegler.

Policy-ing Teens: The Process of Policy Making, presented by Myah Vanderbilt, along with colleagues from the Cape May and Somerset County library systems.

Talking the Talk: Supporting & Valuing Bilingual Staff, presented by Rachel Montanez, along with colleagues from the NJ State Library Talking Book & Braille Center, the Pennsauken Free Public Library, and LibraryLinkNJ.

Celebrating Hispanic/Latino Heritage Month Beyond the Month, presented by Rachel Montanez, along with colleagues from the Stratford Public Library, Freehold Public Library, and the Camden County Library System.

Diane Musella serves on the NJLA Conference Committee and was part of the Conference planning. Sherri Taliercio, Public Information Officer will be accepting the Public Relations Information Literature Award for the 2022 Annual Report.

**Asbury Park Press Article:** In today's Asbury Park Press an article was published regarding the support of the County Board of Commissioners for the new Stafford Library Branch stating that the project is on budget and on schedule to open early next year.

#### 10. Committee Reports – No Committee's Reported

#### 11. Communications

- A. Letter from Jackson Township Municipal Clerk Mary Moss of April 19, 2024, requesting that the Jackson Branch serve as Jackson District 13 and 31 polling site.

The Library Commission reviewed the letter from the Jackson Township Municipal Clerk, Mary Moss requesting that the Jackson Branch Library serve as a polling site for Jackson Township's 13 and 31 Districts.

After reviewing the letter and discussion, the Library Commission decided to deny the request.

Library Director Susan Quinn will inform Ms. Moss of the Library Commission's decision.

#### 12. New Business

##### **Resolutions**

- A. Honoring Judith Miller, Principal Library Assistant, Collections as she retires on June 1, 2024, after forty (40) years of dedicated service to the Ocean County Library;
- B. Honoring Alice Parfitt, Librarian 2, Manchester Branch as she retires on June 1, 2024, after twenty-five (25) years of dedicated service to the Ocean County Library;

- C. Honoring James Petrauskas, Maintenance Repairer, Facilities as he retires on June 1, 2024, after thirty-one (31) years of dedicated service to the Ocean County Library;
- D. Honoring Karen Trumper, Senior Library Assistant, Collections as she retires on June 1, 2024, after thirty-six (36) years of dedicated service to the Ocean County Library;
- E. Honoring Virginia Walsh, Senior Library Assistant, Collections as she retires on June 1, 2024, after thirty-five (35) years of dedicated service to the Ocean County Library;
- F. Honoring Christine Zahn, Principal Library Assistant, Whiting Reading Center as she retires on June 1, 2024, after twenty-five (25) years of dedicated service to the Ocean County Library;
- G. Authorizing a resolution to distribute requests for proposals for the provision of Library Collection Performance Software for the Ocean County Library System;

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

### **Approvals**

- H. Approving the Ocean County Planning Department to use the Bishop Building after-hours on Thursday, July 25, 2024, until 10:00 p.m. or to use Mancini Hall after-hours on Tuesday, July 30, 2024, until 10:00 p.m.;
- I. Approving the Homebound & Volunteer Services Department to collect toiletry items during the month of July 2024, at the following five (5) Ocean County Library Branches: Brick, Long Beach island, Point Pleasant Beach, Point Pleasant Borough, Toms River and Upper Shores;
- J. Approving the Beachwood Branch to hold the following three (3) offsite programs at the Mayo Park Center for the following Ocean County Library Foundation sponsored events: The Dakota & Elle Concert on Monday, July 29, 2024, and the Storytelling Series presented by Michelle Washington Wilson on Wednesday, September 18, 2024, and Wednesday, October 16, 2024;
- K. Approving the Beachwood Branch to hold an offsite program at the Mayo Park Center on Monday, September 23, 2024, for the Senior Services Department sponsored Country Line Dancing program for seniors;
- L. Approving the Friends of the Beachwood Library to enter the Beachwood Branch before normal open hours on Friday, November 8, 2024, to set-up for their Bling Sale;
- M. Approving an update to the Friends of the Brick Branch of the Ocean County Library By-laws;
- N. Approving the Trustees of the Island Heights Library to donate a Nintendo Switch, an additional Joycon set, a Joycon charging dock and one (1) game to the Ocean County Library System valued at \$580.00;
- O. Confirming the date of the Friends of the Island Library (LBI) to host their annual Open House on Sunday, October 20, 2024, from 2:00 p.m. to 5:00 p.m.;
- P. Approving an update to the Friends of the Point Pleasant Borough Branch of the Ocean County Library By-laws;

**Donations**

- Q. Accepting a donation of \$300.00 from the Friends of the Jackson Library for Programming Supplies for the Jackson Branch Sensory Space;
- R. Accepting a donation of \$5,000.00 from the Friends of the Jackson Library to upgrade the seating in the Children’s Department of the Jackson Branch;
- S. Accepting a donation of \$350.00 from Rita & Richard Herber to purchase Non-Fiction Materials at the Toms River Branch;
- T. Accepting a donation of \$250.00 from Carl Giaimo to be used at the discretion of the Whiting Reading Center.

Approval of Items “A” through “E” and “G” through “T”:

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

Roll Call: Ayes: Mr. Mancini, 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 for personnel matters.

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

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

Passed unanimously

Mr. Mullins arrived during Closed Session

Motion to return to Open Session:

Second: Mr. Mancini  
Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

- 1) Motion to approve the New Jersey Civil Service title Purchasing Assistant for the Ocean County Library System:

Second: Mrs. Scaturro  
Mr. Wolleon

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

Passed unanimously

- 2) Motion to approve the hiring of Natalie Niziolek for the provisional title of Chief Librarian, Administration at a salary of \$85,000.00:

Second: Mr. Mancini  
Mrs. Scaturro

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

Passed unanimously

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:30 p.m.

Respectfully submitted,



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