

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, June 18, 2024

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

Absent:                Christopher J. Mullins  
Ruthanne Scaturro

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. Presentation by Holman, Frenia, Allison, P.C.: 2023 Library Audit

Evan Jensen of Holman, Frenia, Allison, P.C. spoke about the 2023 Audit for the period ending on December 31, 2023. The review found no finding of significant deficiencies, material weaknesses, or instances of noncompliance.

Mr. Mancini thanked Ms. Quinn and Ms. Jessica Nappi, Chief Accountant along with their staff for a great job and he was pleased with the outcome of the audit.

5. Approval of Minutes, Regular Meeting, May 21, 2024 (Copy on file, Library Administration Office)

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

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

Abstain: Mrs. Hutler

Passed unanimously

6. Approval of Minutes, Closed Session, May 21, 2024 (Copy on file, Library Administration Office)

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

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

Abstain: Mrs. Hutler

Passed unanimously

7. Approval of Financial Statement, May 2024 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Approval of Bill Certificate List # 6 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

11. Director's Report

Ms. Quinn reported on the following:

A motion was made to move Item "B" in New Business to present Susan L. Hutler with her resolution celebrating her for forty (40) years of service on the Ocean County Library Commission:

Motion: Mr. Mancini  
Second: Mr. Wolleon

Roll Call: All members answered Aye

Passed unanimously

Mrs. Hutler was presented with her resolution by Library Director Susan Quinn and Library Commission Chairman Timothy McDonald.

**Pride Month Celebration:** The New Jersey Gay Men’s Chorus (NJGMC) will perform a live concert at the Toms River Branch on Saturday, June 29, 2024, at 2:00 p.m.

**Juneteenth Program:** In commemoration of Juneteenth, Dr. Vernon S. Smith of Monmouth University will present, “Juneteenth: Its Historical Significance and Relevance for Today” on Tuesday, June 25, 2024, from 10:00 a.m. to 12:00 p.m. at the Toms River Branch in the Bishop building. Dr. Smith is an expert with over eighteen (18) years of experience in social justice advocacy and educational counseling. June 19, 1865, also call Freedom Day of Emancipation is the oldest known celebration commemorating the end of slavery in the United States.

**John & Abigail Adams: An American Love Story:** On Saturday, June 29, 2024, from 11:00 a.m. to 12:00 p.m. at the Barnegat Branch for a very special opportunity to learn about the incredible lives of John and Abigail Adams, portrayed by historical actors Peyton Dixon and Kim Hanley from the American Historical Theatre. This program is sponsored by the Ocean County Library Foundation.

**OCL’s Language Learning Database:** Mango Languages now includes classes on how to learn American Sign Language (ASL). This database is free for library patrons with an Ocean County Library card.

**Summer Reading:** S.A.I.L. (Service and Achievement in the Library) and summer reading programs for children and teens begin this week. The 2024 Summer Reading Theme is, “Adventure Begins At Your Library”.

**Upper Shores Branch:** The Upper Shores Branch was power-washed and re-painted for the summer.

**New Stafford Branch Library Update:** The new Stafford Branch is progressing and the contractor is working on enclosing the main steel structure with framing, roofing, and parking lot paving is scheduled.

**Barbara T. Carlino Donation:** The Library received a very generous \$6,000.00 donation from the Estate of Ms. Carlino to be used at the discretion of the Toms River Branch. Ms. Carlino who was 103 at her passing was a member of the Presbyterian Church in Toms River which is now part of the Toms River Branch.

12. Committee Reports – No Committees Reported

13. Communications – No Communications

14. New Business

### **Resolutions**

- A. Honoring Phil Rosenow, Buyer, Facilities as he retires on July 1, 2024, after twenty-five (25) years of dedicated service to the Ocean County Library;
- B. Honoring Susan L. Hutler, Library Commissioner for her forty (40) years of service on the Ocean County Library Commission;

- C. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;

**Bid Awards / Change Orders / Contracts**

**Approvals**

- D. Accepting the 2023 Audit from Holman, Frenia, Allison, P.C.;
- E. Approving the Jackson Branch to collect yarn in the Branch from Monday, July 1, 2024, through Sunday, September 1, 2024, in partnership with the Jackson Community Crafters and to donate the items to local organizations helping those in need;
- F. Approving a change in date for the Little Egg Harbor Branch's S.A.I.L. after-hours event to Friday, August 16, 2024, from 5:00 p.m. to 9:00 p.m.;
- G. Approving the Long Beach Island Branch to have three (3) offsite PJ Party at the Park events at the Bayview Park in Brant Beach on Wednesday, June 26, 2024, Wednesday, July 17, 2024, and Wednesday, August 6, 2024;
- H. Approving the Toms River Police Foundation's 2024 Jingle Bell 5K Race to use Mancini Hall in the Toms River Branch after-hours on Sunday, December 1, 2024, from 12:30 p.m. until approximately 5:30 p.m.;
- I. Approving the Ocean Township (Waretown) Police Department to have a Mr. Softee Ice Cream Truck at the Waretown Branch during the Cops and Crayons event on Monday, July 22, 2024;

**Donations**

- J. Accepting a donation in the amount of \$6,000.00 from the Estate of Barbara T. Carlino to be used at the discretion of the Toms River Branch;
- K. Accepting a donation in the amount of \$500.00 from the Friends of the Barnegat Library to be used at the discretion of the Barnegat Branch;
- L. Accepting a donation in the amount of \$200.00 from the Friends of the Jackson Branch to be used for the Jackson Sensory Space;
- M. Accepting a donation in the amount of \$225.00 from the Friends of the Jackson Branch to be used for Summer Reading Programming Supplies at the Jackson Branch.

Approval of Items "A" & "C" through "M":

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

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

**Passed unanimously**

15. Old Business – No Old Business

16. Public Comment – No Public Commented

17. Closed Session for legal matters related to attorney client privilege.

Motion to approve: Mrs. Peterson

Second: Mr. Mancini

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

Passed unanimously

Motion to return to Open Session:

Second: Mrs. Peterson

Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

18. Move to adjourn: Mr. Mancini

Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:43 p.m.

Respectfully submitted,



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