

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, July 23, 2024
Rescheduled from July 16, 2024

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

Absent: Henry J. Mancini

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 July 18, 2024, 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 July 22, 2024, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On July 23, 2024, advance written notice of this meeting was published in *The Press of Atlantic City*;
 4. On July 18, 2024, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
 5. On July 18, 2024, advance written notice of this meeting was mailed to all persons who, according to the records of the Ocean County Library Commission, paid for such notices on or after July 18, 2024.

2. Pledge of Allegiance

3. Roll Call and Announcements

4. Approval of Minutes, Regular Meeting, June 18, 2024 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mullins, Mrs. Scaturro

Passed unanimously

5. Approval of Minutes, Closed Session, June 18, 2024 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mullins, Mrs. Scaturro

Passed unanimously

6. Approval of Financial Statement, June 2024 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

New Stafford Library Branch: Ms. Quinn gave a presentation on the timeline of the new Stafford Branch from the groundbreaking to photos that were taken of the construction yesterday.

The Stafford Branch will be located at 179 South Main Street, Manahawkin adjacent to the Ocean County South Service Center and will be 19,700 square feet.

The project is funded in part by a \$4.8 million dollar grant from the New Jersey State Library Construction Bond. Project partners are Ocean County Board of Commissioners and Stafford Township.

Currently the project is on budget and on schedule with an anticipated completion in January 2025.

Stafford Branch Ordering: The County asked the Library to take the lead on ordering furniture, fixtures and equipment (FF&E) for the new Stafford Branch. These are resolutions under New Business, Items "B" and "F".

11. Committee Reports

Ocean County Library Foundation: Mrs. Hutler stated that the Library Foundation met last week. She asked that if any of the Library Commissioners would like to nominate someone to the Library Foundation to please let her know. She and Ms. Quinn are working on a

Budget for the Foundation to sponsor various Branch and Committee grant requests. The Foundation is in the process of reviewing their current by-laws.

12. Communications – No Communications

13. New Business

Resolutions

- A. Authorizing the Library to apply for the Kearnybank Foundation grant to provide programs for children, teens, and adults with special challenges in the amount of \$1,500.00;
- B. Authorizing transfer of \$1,035,000.00 from the Library General Account (209-290-0029) to the Building Improvement Fund Account (209-290-0045) for purchasing all furniture, fixtures, and equipment (FF&E) for the new Stafford Library;

Bid Awards / Change Orders / Contracts

- C. Approving the 2nd year renewal option for Debt Collection Services to Unique Management Services, Inc. for a one (1) year period, for a per submission fee of \$9.85. Contract Number: (C-23-02);
- D. Approving Award of Bid for the furnishing of Library Collections Performance Software for the Ocean County Library System for a two (2) year period to Baker & Taylor, LLC at a yearly rate of \$35,086.00. Contract Number: (C-24-07);
- E. Approving an agreement with Atlantic Tomorrows Office, White Plains, NY under N.J. State Contract # 24-FOOD-52426 to purchase four (4) copiers at a total cost of \$69,800.00;
- F. Authorizing the Library as requested by the County of Ocean to utilize services of the Educational Services Commission of New Jersey (ESCNJ) and State Contracts for the purpose of purchasing all furniture, fixtures, and equipment (FF&E) for the new Stafford Branch Library;
- G. Approving Award of Bid for Janitorial Services for one (1) year for the period of September 1, 2024, through August 31, 2025, with a second year renewable option, to the following, as reviewed by the Ocean County Library's Purchasing Department:
 - Region I (B, PX, P, UP) – Best Cleaning Building Service, Inc., yearly cost = \$85,860.00
 - Region II (BGT, BD, BKY, IH, LA, WA) – Hudson Community Enterprises, yearly cost = \$78,837.00
 - Region III (LEH, LBI, STF, TU) – Hudson Community Enterprises, yearly cost = \$94,413.24
 - Region IV (JA, LAK, MA, PL, WH) – Hudson Community Enterprises, yearly cost = \$193,509.00
 - Region V (TR & Bishop Building) – Andrews & Company, LLC, yearly cost, \$136,200.00Contract # (C-24-08);

Approvals

- H. Approving the Beachwood Branch to collect jewelry donations for the Beachwood Friends of the Library in the Branch from Wednesday, July 17, 2024, through Friday, November 1, 2024;
- I. Approving the Trustees of the Island Heights Library to purchase a boogie board and Lego set for the Island Height Branch to be used for the Young Adult and Children's Summer Reading prizes;
- J. Approving the Friends of the Little Egg Harbor Branch to have an ice cream truck for the End of Summer Reading Ice Cream Social on Thursday, August 15, 2024, from 2:00 p.m. to 4:00 p.m.;
- K. Approving the Barnegat Branch, Long Beach Island Branch and Stafford Branch to partner with the Kiwanis Club on LBI to collect new socks for the "Happy Feet" project to benefit a variety of military groups, at risk women and children, and local homeless facilities from Tuesday, September 3, 2024, through Tuesday, December 3, 2024;

Donations

- L. Accepting a Nintendo Switch, and additional Joycon set, a Joycon charging station and one (1) game from the Trustees of the Island Heights Library for the Ocean County Library System, estimated value is \$580.00;
- M. Accepting a \$500.00 donation from the Friends of the Jackson Library to be used for Young Adult Programs at the Jackson Branch.

Approval of Items "A" through "M":

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

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

Passed unanimously

14. Old Business – No Old Business

15. Public Comment – No Public Commented

16. Closed Session for legal matters related to collective bargaining, personnel, and contractual matters.

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

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

Passed unanimously

Motion to return to Open Session:

Second: Mrs. Hutler
Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

- 1) Motion to approve the addendum to the Personnel Action's hiring Matthew Nolan for the provisional title of Maintenance Supervisor, Administration at a salary of \$90,000.00:

Second: Mrs. Scaturro
Mrs. Hutler

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

Passed unanimously

- 2) Motion to authorize the Commission Chair to approve the Memorandum of Agreement between the Ocean County Library and the Office of Professional Employees International Union (OPEIU) for the contract dated January 1, 2024 through December 31, 2026:

Second: Mrs. Scaturro
Mrs. Hutler

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

Passed unanimously

- 3) Motion to authorize the Commission Chair to approve the Memorandum of Agreement between the Ocean County Library and the Ocean County Library Employees Association (OCLEA) for the contract dated January 1, 2024, through December 31, 2026, subject to the modification to Article 15:

Second: Mrs. Scaturro
Mr. Wolleon

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

Passed unanimously

17. Move to adjourn: Mr. Mullins
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:27 p.m.

Respectfully submitted,



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

