

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, August 20, 2024

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

Absent:

Other Attendees: Matt Thompson, Esq., 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, Rescheduled Regular Meeting, July 23, 2024 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mancini

Passed unanimously

5. Approval of Minutes, Closed Session, July 23, 2024 (Copy on file, Library Administration Office)

Moved to after closed session.

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

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

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

Passed unanimously

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

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

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, 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. Wolleon
Second: Mr. Mullins

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

40th Annual Staff In-Service: The 40th Annual Staff In-Service will be on Friday, November 15, 2024, at 9:00 a.m. at the Holiday Inn of Manahawkin.

County Capital Request: Item "D" under new business is the 2025 County Capital request that is due to the County of Ocean before the September Library Commission Meeting.

Grant Opportunity: Item "C" under new business is a grant opportunity that we have become aware of. It is the Public Library Association (PLA) digital literacy grant initiative funded by AT&T as part of the AT&T Connected LearningSM program to provide digital literacy skills workshops.

11. Communications – No Communications

12. Committee Reports – No Committees Reported

13. New Business

Resolutions

- A. Authorizing the transfer from the Library Future Fund (209-290-0091) to the Salaries and Wage Line Item in the Library General Account (209-290-0029) for the Vogrin-Bell Scholarship payouts;
- B. Authorizing a resolution to solicit public bids for moving services for the Stafford Branch Library;
- C. Authorizing the Library to apply for the Public Library Association (PLA) digital literacy grant initiative funded by AT&T as part of the AT&T Connected LearningSM program in the amount of \$10,000.00 to provide digital literacy skills workshops;

Bid Awards / Change Orders / Contracts

Approvals

- D. Approving the submission of a preliminary 2025 Capital Budget request to the County of Ocean;
- E. Approving an update to the by-laws of the Friends of the Barnegat Branch of the Ocean County Library;
- F. Approving an update to the by-laws of the Friends of the Little Egg Harbor Township Branch of the Ocean County Library;
- G. Approving an update to the by-laws of the Friends of the Waretown Public Library, Inc.;
- H. Approving the Friends of the Berkeley Library to sell donation cards throughout the month of October for National Friends of the Library Month;
- I. Approving the Friends of the Berkeley Library to host a fundraiser, *Meet the Friends*, on Thursday, October 24, 2024, from 4:00 p.m. to 8:00 p.m. at the Berkeley Branch.
- J. Approving the use of the Long Beach Island Branch as a mustering location for the Ethel Jacobsen School during the 2024-2025 school year in the event of an emergency during normal Branch hours;

Donations

- K. Accepting a framed signed Tom Savini portrait and T-Shirt from Tom Savini's Make-up Effects Program at Douglas Education Center, estimated value is \$55.00 for door prizes at FanNation;
- L. Accepting a \$750.00 donation from Thomas Bechler In Memory of Martin C. Unfried for Adult Programs at the Upper Shores Branch.

Approval of Items "A" through "L":

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

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, 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 matters related to collective bargaining, personnel, and contractual matters.

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

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

Passed unanimously

Motion to return to Open Session:

Second: Mrs. Hutler
Mr. Wolleon

Roll Call: All members answered Aye

Passed unanimously

Approval of Minutes, Closed Session, July 23, 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

Abstain: Mr. Mancini

Passed unanimously

1) Motion to approve the collective bargaining agreement between the Ocean County Library and the Office and Professional Employees International Union, Local 32, AFL-CIO:

Second: Mrs. Scaturro
Mrs. Peterson

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

Passed unanimously

- 2) Motion to approve the collective bargaining agreement between the Ocean County Library and the Ocean County Library Employee Association (Full-time Support Staff Unit):

Second: Mrs. Scaturro
Mrs. Peterson

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

Passed unanimously

- 3) Motion to approve an addendum to the personnel actions for salary increases for the Office and Professional Employees International Union, Local 32, AFL-CIO, effective January 1, 2024:

Second: Mr. Mancini
Mrs. Scaturro

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

Passed unanimously

- 4) Motion to approve an addendum to the personnel actions for salary increases for the Ocean County Library Employee Association (Full-time Support Staff Unit), effective January 1, 2024:

Second: Mrs. Scaturro
Mr. Mancini

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

Passed unanimously

- 5) Motion to approve an addendum to the personnel actions for a one-time stipend to the Ocean County Library Employee Association (Full-time Support Staff Unit):

Second: Mrs. Scaturro
Mrs. Peterson

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

Passed unanimously

- 6) Motion to approve an addendum to the personnel actions raising the minimum salaries for Confidential Titles:

Mr. Mullins
Second: Mrs. Scaturro

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

Passed unanimously

- 7) Motion to approve an addendum to the personnel actions for salary increases to the Ocean County Library Confidential Staff, effective January 1, 2024:

Mr. Mancini
Second: Mrs. Scaturro

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

Passed unanimously

- 8) Motion to approve an addendum to the personnel actions for a one-time stipend to Ocean County Library Confidential Staff:

Mrs. Peterson
Second: Mrs. Scaturro

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

Passed unanimously

- 9) Motion to approve an addendum to the personnel actions for salary increases to the Ocean County Library Management Staff, effective January 1, 2024:

Mr. Mullins
Second: Mrs. Scaturro

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

Passed unanimously

10) Motion to approve an addendum to the personnel actions for salary increase for the Library Director, effective January 1, 2024: _____

Second: Mr. Mancini
Mrs. Scaturro

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

Passed unanimously

11) Motion to approve an addendum to the personnel actions for salary increase for the Personnel Director, effective January 1, 2024:

Second: Mr. Mancini
Mrs. Hutler

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

Passed unanimously

12) Motion to approve an addendum to the personnel actions for the awarding of the Vogrin-Bell Scholarships:

Second: Mrs. Peterson
Mrs. Scaturro

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

Passed unanimously

17. Move to adjourn: Mrs. Scaturro
Second: Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:04 p.m.

Respectfully submitted,



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