

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, September 17, 2024

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

Absent: Henry J. Mancini
Christopher J. Mullins
Ruthanne Scaturro

Other Attendees: John C. Sahradnik, 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, Regular Meeting, August 20, 2024 (Copy on file, Library Administration Office)

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

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

Passed unanimously

5. Approval of Minutes, Closed Session, August 20, 2024 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

Motion to approve: Mrs. Peterson

Second: Mrs. Hutler

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

Introduction of Vogrin-Bell Scholarship Awardees: Savannah Modica, Principal Library Assistant, Collections and Katherine Montoya Mejia, Librarian 1, Toms River Youth Services were present at the meeting. Ms. Modica and Ms. Montoya Mejia were presented with a certificate congratulating them on receiving the Vogrin-Bell Scholarship by Library Director Susan Quinn and Library Commission Chair Timothy McDonald.

Ocean County Library's 100th Anniversary Presentation: Sherri Taliercio, Public Information Officer and Scott Brown, Librarian 4, Technology co-chairs of the Library's 100th Anniversary Committee presented the Library Commission with the items that will be used to celebrate the 100th Anniversary, A Century of Excellence, a Future of Possibilities. Items include 100th Anniversary Library Cards, OCL Bookmark Design Contest, Branch Postcard Giveaway, 100 Prizes for 100 Years, OCL History Banner Exhibit that is being purchased by the Library Foundation, and 100th Anniversary T-Shirts for staff to celebrate the year. The 100th Anniversary year will begin this month and run through September 2025. The 100th Anniversary will culminate with 100th birthday parties across all Library locations the weekend of September 19, 2025. The Library Foundation will also host a special event at the Toms River Branch to celebrate the milestone.

Branch Visits: Ms. Quinn has been visiting branches and staff are very busy with programming. Patrons are returning to in-person programming.

System Events: September is Library Card Sign-up Month. Currently the Library is celebrating Hispanic Heritage Month, along with Diversability Month in October. The Bella Music Foundation for the Blind and Visually Impaired will be performing at several locations.

The Harvest Friendship Dance for Adults with Special Challenges will be held at the Toms River Branch on Tuesday, October 8, 2024, in Mancini Hall. The DJ is sponsored by the Ocean County Library Foundation.

Ocean County Library will be having its inaugural LGBTQIA+ Resource Fair at the Toms River Branch on Saturday, September 21, 2024. Ocean County Health Department and Community Medical Center along with others will be attending. The New Jersey Gay Men's Chorus is schedule to perform at the Fair. October is LBGTQIA+ History Month.

Ocean County Health Department will be having a program on Breast Cancer Awareness on Tuesday, October 8, 2024, at the Brick Brach. October is Breast Cancer Awareness Month.

Ocean County Health Department will also provide a program about drug dangers at the Lacey Branch on Thursday, October 10, 2024.

The Friends of the Long Beach Island will be having a book sale on Friday, September 20, 2024, and Saturday, September 21, 2024.

11. Committee Report

Ocean County Library Foundation: Mrs. Hutler updated the Library Commission that the Library Foundation had approved \$6,700.00 in funding for OCL's 100th Anniversary along with \$5,000.00 for the banners.

12. Communications – No Communications

13. New Business

Resolutions

- A. Honoring Debra Farnkopf, Supervising Library Assistant, Collections as she retires on October 1, 2024, after twenty-two (22) years of dedicated service to the Ocean County Library;
- B. Authorizing the Library Director or her designee to prepare and advertise for Requests for Qualifications (RFQ) for various professional services in 2025, including Legal Counsel, Labor Counsel, Auditor, Special Conflict/Litigation Counsel Services, and Special Labor Counsel Services;
- C. Authorizing the Library Director or her designee to prepare and advertise for Request for Proposal (RFP) for Interior Design Services in 2025;
- D. Amending a resolution authorizing transferring from the Library Future Fund using the correct Account Number (290-290-0216) to the Salaries and Wages Line Item of the Library General Account (209-290-0029) \$10,000.00 for the Vogrin-Bell Scholarship payouts;
- E. Authorizing the transfer of \$7,384.92 from the Library Grant Account (209-290-0140) to the Salaries and Wages Line Item of the General Library Account (209-290-0029) to close out open grant balances;
- F. Authorizing the Library to distribute requests for proposals for the provision of Library Marketing Automation Software for the Ocean County Library System;
- G. Amending a resolution to solicit public bids for moving services for the Stafford Branch Library to use the correct Cost Center for the Stafford Branch of 116;

Bid Awards / Change Orders / Contracts

Approvals

- H. Approving the following branches to be open after-hours to serve as Early Voting Polling Places as requested from the Ocean County Board of Elections from Friday, October 25,

2024, through Sunday, November 3, 2024, branches are: Berkeley Branch, Brick Branch, Jackson Branch, Little Egg Harbor Branch, Manchester Branch, Toms River Branch, and Upper Shores Branch;

- I. Approving the Homebound & Volunteer Services Department to collect toiletry items at the Berkeley, Jackson, Lacey, Plumsted, and Toms River branches along with the Whiting Reading Center during the month of November 2024 in partnership with the Ocean County Department of Children and Families;
- J. Approving the Lacey Branch to partner with the Lacey Township Police Department for a Cop Card Program from December 2024 through April 2025 having the Lacey Branch be a pick-up location for children in the community to get Lacey Township Police Officer trading cards;
- K. Approving the Friends of the Little Harbor Branch to host a gift raffle on Friday, December 13, 2024, containing donations from local businesses;
- L. Approving the Tuckerton Library Association to host their 150th Anniversary Celebration and have the Tuckerton Branch open from 2:00 p.m. to 5:00 p.m. on Saturday, May 3, 2025;

Donations

- M. Accepting a \$300.00 donation from the Toms River Police Foundation for supporting the Toms River Police Foundation's Annual Jingle Bell 5K Race to be used at the discretion of the Toms River Branch;
- N. Accepting a \$500.00 donation from the Friends of the Ocean County Library – Toms River in Memory of Roberta Papale to be used to purchase Fiction Print Materials for the Toms River Branch;
- O. Accepting a donation in the amount of \$611.92 from the Friends of the Ocean County Library – Toms River for the purchase of eight (8) folding tables for the Toms River Branch.

Approval of Items "A" through "O":

Motion to approve: Mr. Wolleon

Second: Mrs. Hutler

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

Passed unanimously

14. Old Business

- A. Opening Jackson Branch on Sundays from 1:00 p.m. to 5:00 p.m. effective Sunday, January 5, 2025.

Ms. Quinn stated that the item needs to be discussed at this meeting as per union contracts the Sunday Schedules need to be posted by a certain deadline.

15. Public Comment

Ms. Carol Murray, Ocean County Library Employees Association Advocate stated that of the twenty-one (21) county libraries in New Jersey twelve (12) are closed on Sundays. Two (2) just have Sunday hours from September to May, which is what Ocean County used to have. Seven (7) locations have a few branches that are open on Sundays. The three (3) locations that Ocean County Library has open on Sundays are Stafford, Toms River, and Lakewood. It is becoming increasingly difficult to staff these three (3) branches year-round. They used to be open from September to May and all three (3) are now open year-round.

Ms. Murray stated that as someone who fights for our staff to make a living wage, please explain how we can fund this decision especially being that we have to fight tooth and nail to find funding for our staff and how we are going to get staff to work in another branch, and I would like you to reconsider this decision.

Mr. McDonald stated that the Library Commission would take it under advisement and thanked Ms. Murray for her comments.

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

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

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

Passed unanimously

Motion to return to Open Session:

Second: Mr. Wolleon
Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

1) Motion to approve an update to the Personnel Policy Manual, Section 1.11, Work week:

Second: Mr. Wolleon
Mrs. Hutler

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

Passed unanimously

- 2) Motion to approve a Memorandum of Agreement between Ocean County Library and Ocean County Library Employee Association non-supervisory librarians:

Second: Mrs. Hutler
Mr. Wolleon

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

Passed unanimously

- 3) Motion to approve a Memorandum of Agreement between Ocean County Library and Ocean County Library Employee Association supervisory librarians:

Second: Mrs. Peterson
Mrs. Hutler

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

Passed unanimously

- 4) Motion to approve opening the Jackson Branch on Sundays from 1:00 p.m. to 5:00 p.m. beginning on Sunday, January 5, 2025:

Second: Mrs. Hutler
Mr. Wolleon

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

Passed unanimously


17. Move to adjourn: Mrs. Hutler
Second: Mr. Wolleon

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:44 p.m.

Respectfully submitted,



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

