

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, November 19, 2024

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

Absent: Timothy McDonald, Chair
Ruthanne Scaturro

Other Attendees: John C. Sahradnik, Esq., Library Counsel
Susan Quinn, Library Director

Presiding: Paul F. Wolleon, Vice Chair

Mr. Wolleon 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, September 17, 2024 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mr. Mullins, Mrs. Peterson, Mr. Wolleon

Abstained: Mrs. Hutler, Mr. Mancini

5. Approval of Minutes, Closed Session, September 17, 2024 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Mancini, Mr. Mullins

6. Approval of Minutes, Rescheduled Regular Meeting, October 22, 2024 (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, Mr. Wolleon

Passed unanimously

7. Approval of Minutes, Closed Session, October 22, 2024 (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, Mr. Wolleon

Passed unanimously

8. Approval of Financial Statement, October 2024 (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, Mr. Wolleon

Passed unanimously

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

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

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

Passed unanimously

10. Approval of Bill Certificate List # 11 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

12. Director's Report

Ms. Quinn reported on the following:

40th Annual Staff In-Service: The Library held its 40th Annual Staff In-Service on Friday, November 15, 2024. The Librarian of the Year was Diane Musella, Librarian 3, Toms River Branch Adult Services; the Support Staff Person of the Year was Maggie Williams, Principal Library Assistant, Little Egg Harbor Branch; and the Director's Award for Excellence was Elizabeth Cronin, Librarian 4, System Coordinator, Information Services, Toms River Branch. The Most valuable team was the Ocean Pride Committee. Mr. McDonald attended the event and welcomed staff and thanked them for their work this year.

Item's "B" & "D" under New Business are related to the Library's Difference Card Plan for 2025, the Library worked with the County of Ocean on these two (2) items.

Draft 2025 Budget: Library Staff worked with the Library Commission Finance Committee on setting up the Library's draft 2025 budget.

13. Committee Report

Ocean County Library Foundation: Mrs. Hutler stated that the Library Foundation has approved a budget for the Meet & Greet event on Thursday, December 5, 2024. She thanked Ms. Quinn for working within the budget. Mr. McDonald will be attending the upcoming Library Foundation meeting.

The Library Foundation will be meeting on Thursday, November 21, 2024, and will be looking to support events for the 100th Anniversary. Mrs. Hutler suggested to have more communications between the Library Foundation and the Library Commission.

Finance Committee: Mr. Mancini stated that the Library Commission Finance Committee is reviewing the 2025 budget. Mr. Mancini thanked everyone for their hard work on setting up the budget. The budget and levy are up; the levy is less than the increase in the County's ratables. This will create a slight reduction in the tax rate. This budget will allow us to manage and run the library in the manner that we do and to invest in the future as well. Some future initiatives include technology items and the new Stafford Branch.

14. Communications – No Communications

15. New Business

Resolutions

- A. Approving the 2025 Ocean County Library Holiday and Closing Schedule;
- B. Authorizing the Ocean County Library to participate in the Difference Card plan provided by the County of Ocean for County employees in 2025. County of Ocean Contract Number (QP2023-145);
- C. Updating the Designation of Official Depositories for Funds adding TD Bank;
- D. Authorizing a resolution to designate Ocean County Library employees to serve as authorized signers on depository accounts held by the Ocean County Treasurer on behalf of the Ocean County Library;
- E. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;
- F. Authorizing the Library to accept 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

Donations

- G. Accepting a \$250.00 donation from the Jackson Friends of the Library to be used for programming supplies at the Jackson Branch;
- H. Accepting a \$5,000.00 donation from the Jackson Friends of the Library to be used for Furniture / Fixtures for the Jackson Branch;
- I. Accepting a Frederic Remington tabletop art sculpture from John Ernst.

Approval of Items "A" through "I":

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

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

Passed unanimously

16. Old Business – No Old Business

17. Public Comment – No Public Commented

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

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

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

Passed unanimously

Motion to return to Open Session:

Second: Mr. Mancini
Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

- 1) Motion to approve Memorandum of Agreement between the Ocean County Library and the Ocean County Library Employees Union part-time Unit:

Mr. Mullins
Second: Mr. Mancini

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

Passed unanimously

- 2) Motion to approve the Library Commission Vice-Chair or Chair to sign a lease agreement for the Library Café space at the Toms River Branch with a non-profit corporation for a three (3) month period beginning on January 1, 2025:

Mr. Mancini
Second: Mrs. Peterson

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

Passed unanimously

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:31 p.m.

Respectfully submitted,



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