

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

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

Absent: Bonnie R. Peterson  
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. Introduction of:

- A. 2024 Librarian of the Year Diane Musella, Librarian 3, Toms River Branch Adult Services.
- B. 2024 Support Staff Person of the Year Maggie Williams, Principal Library Assistant, Little Egg Harbor Branch.
- C. 2024 Director's Award for Excellence: Elizabeth Cronin, Librarian 4, System Coordinator, Information Services, Toms River Branch.

Ms. Quinn acknowledged Ms. Musella, Ms. Williams, and Ms. Cronin for their achievements in 2024.

A motion was made to move Items "A" & "B" in New Business to present Judith Clayton and Linda Stoddard with their retirement resolutions:

Motion: Mrs. Hutler  
Second: Mr. Mancini

Roll Call: All members answered Aye

Ms. Clayton and Ms. Stoddard were in attendance and were presented with their retirement resolution by Library Director Ms. Quinn and Library Commission Chair Mr. McDonald.

5. Approval of Minutes, Regular Meeting, November 19, 2024 (Copy on file, Library Administration Office)

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

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

Passed unanimously

6. Approval of Minutes, Closed Session, November 19, 2024 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Approval of Bill Certificate List # 12 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

11. Director's Report

Ms. Quinn reported on the following:

**Item "Q" under New Business** is a joint venture between Teen Services and the Ocean County Youth Services Commission. The Pilot program will start in January 2025 at the Toms River Branch and will expand to the rest of the library system in May 2025. This program allows first-time juvenile offenders aged 12 to 17 to volunteer at the library to take accountability for their actions rather than receive a formal juvenile record. Myah Vanderbilt, Young Adult Services Coordinator will oversee the program.

**Item's "X" and "Y" under New Business** are closing the Beachwood Branch on January 15, 2025, and January 16, 2025, for Borough of Beachwood repairs to the HVAC system; and closing the Lacey Branch on or about January 6, 2025, and January 7, 2025, for electrical and cabling improvements.

**Toms River Renovations** on the first floor has begun to facilitate holds and self-service checkouts.

**2025 Budget:** Ms. Quinn met with the Library Commission Finance Committee on the 2025 proposed budget.

## 12. Committee Report

**Finance Committee: 2025 Annual Budget:** Mr. Mancini stated that the Committee had a good meeting with the County Comptroller. She reviewed the budget thoroughly and gave us some suggestions and areas moving forward to be aware of such as health benefits costs which continue to go up. Overall, the budget was well received, and everyone did a great job.

The levy is up but was lower than what the ratable increase was county-wide and kept the budget lower. The budget is up 4% but was trimmed resulting in a tax rate that is 1.18% lower than last year. Mr. Mancini also thanked the Ocean County Board of Commissioners and everyone at the County for their past and anticipated future support.

Mr. Mullins stated that we are opening a new Branch, expanding hours, bringing in staff in key areas while using less fund balance and tax rate are going down.

## 13. Communications – No Communications

## 14. New Business

### **Resolutions**

- A. Honoring Judith Clayton, Principal Library Assistant, Toms River Branch Circulation as she retires on January 1, 2025, after twenty-one (21) years of dedicated service to the Ocean County Library;
- B. Honoring Linda Stoddard, Senior Library Assistant, Collections as she retires on January 1, 2025, after twenty-five (25) years of dedicated service to the Ocean County Library;
- C. Establishing the Library Commission January Reorganization and Regular meeting dates for 2025;
- D. Authorizing the 2025 Temporary Operating Budget;
- E. Approving the Library's pension liability for 2025 with the County of Ocean in the amount of \$2,596,974.00;

- F. Closing out the Reserve Account for encumbrances against the 2023 Budget in the amount of \$243,660.49 by a transfer from the Reserve Account (209-290-0028) to the General Library Account (209-290-0029);
- G. Establishing the Reserve Account for encumbrances against the 2024 Budget in the amount of \$3,565,376.00 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);
- H. Resolutions for Transfers:
  - 1. Authorizing transfer of \$51,000.00 from the Sick Pay at Retirement Account (209-290-0049) to the Salaries and Wages line item in the General Library Account (209-290-0029);
  - 2. Authorizing transfer of \$146,000.00 from the Technology line item in the General Library Account (209-290-0029) to the Library Automation Account (209-290-0030) for support with laptops, auto messenger, facilities maintenance software, marketing automation software, and consulting work;
  - 3. Authorizing transfer of \$34,500.00 from the Equipment line item in the General Library Account (209-290-0029) to the Library Building Improvement Fund (209-290-0045) to fund electrical upgrades in the Toms River and Brick buildings;
  - 4. Authorizing transfer of \$75,000.00 from the Maintenance Building and Ground line item in the General Library Account (209-290-0029) to the Library Building Improvement Fund (209-290-0045) to fund electrical upgrades in the Toms River and Brick buildings;
- I. Approving the establishment of petty cash funds for 2025 for Toms River (\$200.00), Lakewood (\$100.00), Brick, Jackson, Manchester and Stafford (\$75.00 each), and Barnegat, Beachwood, Berkeley, Island Heights, Lacey, Little Egg Harbor, Long Beach Island, Plumsted, Point Pleasant Beach, Point Pleasant Borough, Tuckerton, Upper Shores and Waretown (\$50.00);
- J. Approving the 2025 Annual Budget;

**Bid Awards / Change Orders / Contracts**

- K. Authorizing the annual renewal of the agreement with the Toms River Parking Authority to provide free parking on Saturdays in the municipal parking deck for library patrons at a cost of \$10,000.00 for the period of February 1, 2025, through January 31, 2026;
- L. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 18, 2024, for an amount not to exceed \$450,000.00 to be applied to future purchases;
- M. Authorizing the Ocean County Library to purchase the facility maintenance software program from Facility Management Express, LLC (FMX) utilizing the Educational Services Commission of New Jersey (ESCNJ), Contract Number: ESCNJ/AEPA 024-D;
- N. Authorizing execution of a Reciprocal Borrowing Agreement with Monmouth County Library System for a period of one (1) year, January 1, 2025, through December 31, 2025, at a cost of \$1.00 per net loan, amount not to exceed \$10,000.00;

- O. Authorizing execution of a Reciprocal Borrowing Agreement with Burlington County Library for a period of two (2) years, January 1, 2025, through December 31, 2026, at a cost of \$1.00 per net loan, amount not to exceed \$10,000.00 annually;
- P. Approving the second (2<sup>nd</sup>) year renewal option for landscaping and snow removal services commencing for a one (1) period, April 1, 2025, through March 31, 2026, as follows:
  - Region II (B, P, PX, UP) -yearly cost - \$22,997.00
  - Region III (BD, BGT, BKY, IH, LA, WA) - yearly cost – \$25,725.00
  - Region IV (LBI, LEH, STF, TU) - yearly cost - \$21,290.00
  - Region V (JA, LAK, MA, PL) – yearly cost - \$41,650.00
  - Contract Number: (C-24-03)
- Q. Authorizing the Library to begin the Stationhouse Adjustment Pilot Program at the Toms River Branch of the Ocean County Library in partnership with Ocean County Library Teen Services Department and Ocean County Youth Services Commission starting on January 1, 2025, with the rest of the library system to follow in May 2025;
- R. Award of Bid for Hardware and Software Support for seven (7) Laptop Lending Kiosks for 2024-2025 at a cost of \$37,197.50, and Hardware and Software Support for twelve (12) Laptop Lending Kiosks for 2025 and 2026 at a cost of \$65,910.00 to Java Connections, LLC dba LaptopsAnytime. Contract Number: (C-24-09);
- S. Authorizing the intergovernmental transfer of seventy-five (75) used folding chairs to the Ocean County Health Department for the sum of \$1.00;

**Approvals**

- T. Approving the 2025 After-Hours Special Events and Community Events;
- U. Approving the 2025 Library Fund Accounts, Line Item Categories and Cost Centers;
- V. Approving holding Staff Development Day on Friday, May 9, 2025;
- W. Approving the closing of the Library System to the public on Friday, May 9, 2025, for Staff Development Day;
- X. Approving the closing of the Beachwood Branch on January 15, and 16, 2025, for Borough repairs of the HVAC;
- Y. Approving the closing of the Lacey Branch on or about January 6, and 7, 2025, for electrical and cabling improvements;
- Z. Approving the Point Pleasant Boro Branch to continue their partnership with the Lions Club International / Point Pleasant Borough High School Leo's Club by maintaining an Eyeglass Collection bin in the Point Pleasant Borough Branch from Wednesday, December 18, 2024, through Tuesday, July 1, 2025;

**Donations**

- AA. Accepting a \$1,000.00 donation from the Ocean County Library Foundation for the 2023 Lacey Branch Mini-Grant;
- BB. Accepting a \$1,000.00 donation from the Ocean County Library Foundation for the 2024 Little Egg Harbor Branch Mini-Grant;

CC. Accepting a \$1,000.00 donation from The Stokes Family to be used at the discretion of the Long Beach Island Branch.

Approval of Items "C" through "CC":

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

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

Passed unanimously

15. Old Business – No Old Business

16. Public Comment – No Public Commented

17. Closed Session for personnel matters related to collective bargaining.

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

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

Passed unanimously

Motion to return to Open Session:

Second: Mr. Wolleon  
Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

1) Motion to approve the Library Commission Chair to sign the Collective Bargaining Agreement between the Ocean County Library Employees Association part-time Unit:


Second: Mr. Wolleon  
Mrs. Hutler

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

Passed unanimously

18. Move to adjourn: Mr. Mullins  
Second: Mr. Mancini  
  
Roll Call: All members answered Aye  
  
Passed unanimously

The meeting adjourned at 4:33 p.m.

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