

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, January 21, 2025

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

Absent: Henry J. Mancini
Ruthanne Scaturro

Other Attendees: Laura Benson, Library Counsel
Susan Quinn, Library Director

Presiding: Timothy McDonald, Chair

Mr. McDonald read the Open Public Meetings Act at 4:09 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 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 January 3, 2025, advance written notice of this meeting was published in the *Asbury Park Press*;
3. On January 4, 2025, advance written notice of this meeting was published in *The Press of Atlantic City*;
4. On December 18, 2024, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
5. On December 18, 2024, 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 18, 2024.

2. Roll Call and Announcements

A motion was made to move Item "A" in New Business to present Joe Cahill with his retirement resolution:

Motion: Mr. Mullins
Second: Mrs. Peterson

Roll Call: All members answered Aye

Mr. Cahill was in attendance and was presented with his retirement resolution by Library Director Ms. Quinn and Library Commission Chair Mr. McDonald.

3. Approval of Minutes, Regular Meeting, December 17, 2024 (Copy on file, Library Administration Office)

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

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

Abstained: Mrs. Peterson

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

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

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

Abstained: Mrs. Peterson

5. Approval of Financial Statement, December 2024 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 13 and # 1 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

Current Ocean County Library Card Holders As of today we have 200,827 Ocean County Library card holders.

Most Read Titles in 2024: The number one (1) Print Book checked out at the Ocean County Library in 2024 was No Brainer, book eighteen (18) of the Diary of a Wimpy Kid series from number one (1) international bestselling author Jeff Kinney.

The number one (1) Libby Digital Title in 2024 was The Teacher by Freida McFadden.

The number one (1) Hoopla Digital Title in 2024 was A Court of Thorns and Roses by Sarah J. Maas.

10. Committee Reports – No Committees Reported

11. Communications – No Communications

12. New Business

Resolutions

- A. Honoring Joseph Cahill, Facilities Manager, Facilities as he retires on February 1, 2025, after more than thirty-five (35) years of dedicated service to the Ocean County Library;
- B. 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;
- C. Authorizing the Library Buyers to purchase materials, supplies and equipment for the Ocean County Library through State Contracts and pursuant to the Local Public Contracts Law and all New Jersey State Laws; and authorize the Purchasing Agent and Facilities Manager to purchase materials, supplies and equipment in the absence of the Library Buyer; and authorize the following Library titles (Library Director; Assistant Library Director, and Chief Librarian) to sign orders for the payment of goods and services relating to the Library;
- D. Authorizing the expenditure of the State Per Capita Aid account in the amount of \$274,653.00 for salaries in the 3rd pay period of 2025;
- E. Authorizing the Ocean County Library to participate in the vision care plan provided by the County of Ocean for County employees in 2025. County of Ocean Contract Number (PP2024-144);
- F. Authorizing the Library to apply for a New Jersey Council for the Humanities Sponsorship in the amount up to \$1,000.00 to host Michele LaRue for National Poetry Month in April 2025;
- G. Authorizing the Library to apply for the Firehouse Subs Public Safety Foundation Grant to help cover or defray the cost of Automated External Defibrillators (AED) for Ocean County Library locations;
- H. Authorizing a resolution to solicit formal public bids for Automatic Door Service & Repairs for various library locations for a one (1) year period with an optional 2nd year renewal;

Bid Awards / Change Orders / Contracts

- I. Authorizing Award of Bid for the furnishing of Marketing Automation Software for the Ocean County Library at a cost not to exceed \$30,000.00 to Springhare, LLC. Contract Number: (C-25-01);
- J. Amending the Award of Bid for Hardware and Software Support for seven (7) Laptop Lending Kiosks for 2024-2025 to the corrected price of \$38,197.50 due to a typographical error. Contract Number: (C-24-09);

Approvals

- K. Approving the Library Director to submit the New Jersey State Library Annual Report with the permission of the Library Commission Chairperson by the March 17, 2025 deadline;

- L. Approving the Beachwood Branch to hold the 250th Anniversary of the Revolution War program in celebration of Women's History Month offsite at the Mayo Park Center in Beachwood on Thursday, March 20, 2025;
- M. Approving Roman Fumo's Eagle Scout Project in building a bike rack at the Island Height Branch;
- N. Approving the Point Pleasant Beach Library Association to have meetings in the Point Pleasant Beach Branch after normal open hours at 7:00 p.m. on the following Tuesdays: February 4, 2025, April 1, 2025, June 3, 2025, August 5, 2025, October 7, 2025, and December 2, 2025;
- O. Approving the Point Pleasant Beach Library Association to host an after-hours fundraiser on Thursday, February 20, 2025, from 6:00 p.m. to 9:00 p.m.;
- P. Approving the Toms River Branch to partner with the Rutgers Cooperative Extension of Ocean County, New Jersey Agricultural Experiment Station Extension Center in Toms River to host a display on water conservation in the Branch from Sunday, February 1, 2025, through Thursday, May 1, 2025;

Donations

- Q. Accepting a donation of \$350.00 from the Friends of the Jackson Library to be used for Young Adult Programs at the Jackson Branch;
- R. Accepting a donation of \$250.00 from Shawn Kennish to be used at the discretion of the Jackson Branch;
- S. Accepting a donation of \$1,000.00 from R. Gregory Dunn, Jr. & Kathryn S. Dunn in Memory of Mary Perabo to be used at the discretion of the Toms River Branch;
- T. Accepting a donation of \$300.00 from Richard & Rita Herber to be used for Non-Fiction Print Materials for the Toms River Branch;
- U. Accepting a donation of \$200.00 from Fred & Ida Perabo in Memory of Mary Perabo to be used at the discretion of the Toms River Branch;
- V. Accepting a donation of \$500.00 from Mary Gibbons to be used at the discretion of the Upper Shores Branch.

Approval of Items "B" through "V":

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

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

Passed unanimously

13. Old Business – No Old Business

14. Public Comment

Ms. Quinn acknowledged Ms. Bacchione and welcomed her to the Library.

Ms. Bacchoine, Ocean County Board of Commissioners Liaison to the Ocean County Library Foundation stated that she is looking forward to working with the Library Commission.

15. Closed Session for personnel matters and professional services.

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

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

Passed unanimously

Motion to return to Open Session:

Second: Mr. Wolleon
Mrs. Hutler

Roll Call: All members answered Aye

Passed unanimously

- 1) Motion to authorize the Library Commission Chair to execute Letters of Agreement with the Ocean County Library Management Exempt Library Employees:

Second: Mrs. Peterson
Mr. Wolleon

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

Passed unanimously

- 2) Motion to authorize a Personnel Resolution Addendum for Management Exempt Employee Salary Increases effective January 30, 2025 :

Second: Mr. Mullins
Mr. Wolleon

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

Passed unanimously

- 3) Motion to authorize a Personnel Resolution Addendum for Facilities Supervisor Salary Increase effective January 1, 2025 :

Second: Mrs. Peterson
Mr. Wolleon

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

Passed unanimously

- 4) Motion to appoint Berry, Sahradnik, Kotzas & Benson, P.C. as Legal Counsel for 2025 and authorize the Library Director to execute the agreement containing a \$25,000.00 retainer and a maximum hourly rate of \$185.00, using Ocean County Library Contract Number: (PSA-25-06).

Second: Mr. Mullins
Mrs. Hutler

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

Passed unanimously

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:47 p.m.

Respectfully submitted,



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