

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF REGULAR MEETING  
Tuesday, August 18, 2020

Attendees: Ocean County Library Commission  
Ruthanne Scaturro, Chair  
Christopher J. Mullins, Vice Chair (Via Conference Call)  
Susan L. Hutler (Via Conference Call)  
Henry J. Mancini (Via Conference Call)  
Timothy McDonald  
Bonnie R. Peterson (Via Conference Call)

Absent: Sal Baglio

Other Attendees: Edward Feurey, Library Counsel  
Susan Quinn, Library Director  
David Millard, Labor Counsel  
Jennifer Doderer, Personnel Director

Presiding: Ruthanne Scaturro, Chair

Mrs. Scaturro 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 18, 2019, 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 December 20, 2019, advance written notice of this meeting was published in the *Asbury Park Press*;
  3. On December 20, 2019, advance written notice of this meeting was published in *The Press of Atlantic City*;
  4. On December 18, 2019, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
  5. On December 18, 2019, advance written notice of this meeting was mailed to all persons who, according to the records of the Ocean County Library Commission, paid for such notices on or after December 18, 2019;
  6. On August 15, 2020, written notice of the meeting stating that it would be live via conference call to the public was posted to the Ocean County Library website;
  7. On August 17, 2020, written notice of this meeting stating that it would be live via conference call to the public was published in the *Asbury Park Press*;
  8. On August 17, 2020, written notice of this meeting stating that it would be live via conference call to the public was published in *The Press of Atlantic City*.
  
2. Pledge of Allegiance

3. Roll Call and Announcements

4. Approval of Minutes, Regular Meeting, July 21, 2020 (Copy on file, Library Administration Office)

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

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

Passed unanimously

5. Approval of Financial Statement, July, 2020 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

8. Ratification of Salary Expenditures July 2020 (Resolution on file, Library Administration Office)

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

**Materials returned:** Over 75% of items checked out before the pandemic have been returned. Ms. Quinn thanked the library's customers for taking good care of the materials during the closure. Contactless services are being offered.

**Statistics since reopening:** Since the Library has reopened on July 6, 2020, 64,858 customers have visited the branches, 5,740 public computers have been used, and 127,961 items have been checked out, 75.63% have been check out at the self-service Kiosks.

**Ocean County Library's Staff Equity & Inclusion Initiatives for 2020:** Deborah Blackwell, Training Coordinator has developed a training program for the Ocean County Library on Equity and Inclusion. The training will be led by consultants Dr. Victoria Farris and Dr. David E. Jones. Dr. Farris is a principal of Farris Consulting and holds a doctorate in higher education from the University of Pennsylvania. Her research focuses on understanding from the perspective of people of color, what White people can do to disrupt and dismantle systemic racism. Dr. Jones is the Chief Diversity Officer and Director of Talent Management at William Paterson University. He holds a doctorate of education in organizational leadership and communications from Northeastern University, and has maintained an active agenda with the National Association for Student Administration (NASPA).

Since March 2020, Ocean County Library staff have attended over 340 unique training sessions totaling over 6,000 hours. Ms. Quinn thanked Ms. Blackwell and her assistant Molly Friedman as well as the staff for taking time to participate in these training events.

**Operations Challenges:** The Facilities and Technology Departments have been doing an outstanding job in keeping our buildings and network equipment operational despite the challenges created by the global pandemic along with excessive heat and a tropical storm that caused power outages that have strained multiple systems at multiple branches. It is difficult to secure partitions for office spaces due to the Coronavirus pandemic, and those partitions that are available are expensive and frequently on back order. Special thank you to Bill Armstrong, Facilities who has been making custom partitions for our branches to help keep our staff safe. She thanked the Facilities team along with Phil Rosenow, Buyer for keeping up with stocking PPE for staff.

**One Book OCL:** Ocean County Library's online eBook club debuted in July with *The Book of Troublesome Creek* and was a great success. 615 eBook copies and 160 eAudio copies were checked out in OverDrive between July 1, and July 27, and 14 eBook copies and 11 eAudio copies were checked out in hoopla. Mrs. Peterson stated that she also participated.

**OCL Launches Streaming Music Service with Freegal:** Ms. Quinn thanked Christi Aldellizzi, Librarian 4, Collections in launching Freegal for digital streaming and downloading on August 10. By downloading the app Freegal offers three (3) downloads per week and unlimited 24 hours-a-day streaming of over 16 million songs, millions of albums, audiobooks, and more.

**The Ocean County Library Education Initiative:** Also with the help of the Collections Department we have added several new products to our databases in order to help educators, students, and parents navigate the upcoming school year. We have added over 2,500 eBooks for grades K-12 to our existing World Book platform, and soon we will be adding four (4) databases from Scholastic.

Library staff have been adding school board meeting via Zoom to find out ways that the Library can help. This is a challenging time for schools and the Library continues to work on the Education Initiative.

**OCL's Chat/Text Service is Expanding Hours:** Effective immediately Chat/Text hours are being extending to Monday through Thursday from 10:00 a.m. to 7:00 p.m. and Saturday's from 10:00 a.m. to 2:00 p.m.

**Library Card Registration Renewals Extended until December 31, 2020:** All library patrons with library cards due to expire this year have had their registrations extended until December 31, 2020, as and added customer service and to limit the need for in-person library card registration renewals at branches.

**OCL's U.S. Census 2020 Complete Count:** Rita Oakes, Chief Librarian and staff have conducted outreach to raise awareness of the 2020 Census. This is in partnership with the County of Ocean.

**OCL Senior Services Partnership with Ocean County Health Department:** On behalf of the Ocean County Health Department, several library branches distributed 140 Senior Wellness Kits, which included and information booklet, a water bottle, pedometer, and resistance band to promote wellness during the pandemic.

Senior Services is partnering with OCL Teen Services at the Berkeley Branch to Pilot and Intergenerational Pen Pal Program to help with Senior Isolation. This is being led by Judy Macaluso, Librarian 4, Senior Services Coordinator and Julie Casper, Teen Librarian, Berkeley Branch. Teens and Senior will be able to connect with writing letters.

**OCL Teen Services Collaboration with Partnership for a Drug Free New Jersey:** As demonstrated through Superstorm Sandy, there is concern among Ocean County health professionals that we could see a rise of substance abuse post COVID-19 as a result of increased anxiety and stress among children and teens. Teen Services collaborated with Partnership for a Drug Free New Jersey in hosting a virtual program on July 14, *Child Break: Substance Abuse Awareness* which taught parents, educators and professionals.

Everyone has been doing a great job in all departments. We are making more available access to databases and newspapers with a focus on local newspapers.

Ms. Quinn thanked the entire staff for all that they have been doing. She thanked the Library's customers for taking care of all the items that were checkout during the closure.

## 10. Communications

**Letter from Long Beach Island Consolidated School District:** The Library Commission received a letter from Dr. Peter J. Kopack, Superintendent requesting to use the Long Beach Island Branch as an evacuation site for the Ethel Jacobsen School during the 2020-2021 school year of approximately 140 staff and students.

Ms. Quinn responded that this request has been honored in the past, however due to COVID-19 social distancing requirements and the Governor's Executive Order restricting libraries to 25% capacity which is only 30 people at the Long Beach Island Branch, it is with regret that the Library will not be able to accommodate the staff and students and recommends that the Library Commission not approve this request at this time.

**Letter from Carol Murray, President OCLEA Support Staff and Christine Rodas, President OCLEA Librarians:** The following letter was sent to the Library Commission and read aloud at the meeting:

Good Afternoon,

The Ocean County Library Employee's Association would like to thank the Commission for their excellent management through these uncertain times.

Our staff, just like many of you, were unsure of the future and how the commission would provide services while protecting all who would come into the library. And after the governor announced we could open for curb-side service, Susan Quinn was instrumental in keeping her staff and public, out of harm's way.

For months the buildings were closed, but, the library was never actually closed! Families now were faced with home schooling, and the library's online resources were invaluable, as was the staff who worked from home, answering questions, processing library cards, posting programs on our website and so much more!

It was a learning experience for the public to discover all the advantages their library has to offer, and to some, the library was a life saver in bringing materials to those who live alone, and were desperate to find things to read, or watch to fill their days with something to keep them from being depressed.

Our staff appreciate all that was done to protect us from this virus, who knows how our lives would have been impacted if we opened too soon.

No one has any idea when circumstances will improve, but, we thank you for handling this situation responsibly, you truly were our life guards!

Sincerely,

Carol Murray – President OCLEA Support Staff

Christine Rodas – President OCLEA Librarians

11. New Business

**Resolutions**

**Bid Awards / Change Orders / Contracts**

- A. Approving Award of Bid for Janitorial Services for one (1) year for the period of September 1, 2020, through August 31, 2021, with a second year renewable option, to the following, as reviewed by the Ocean County Library’s Purchasing Department:
  - Region I (B, PX, P, UP) – One and Done Cleaners, yearly cost = \$56,400.00
  - Region II (BKY, BD, LA, WA, BGT) – Triple Star Cleaning, yearly cost = \$36,000.00
  - Region III (STF, LBI, TU, LEH) – One and Done Cleaners, yearly cost = \$36,00.00
  - Region IV (MA, PL, LAK, JA, WH) – One and Done Cleaners, yearly cost \$118,560.00
  - Region V (TR) – One and Done Cleaners, yearly cost, \$99,648.00  
Contract # (C-20-05);
- B. Approving Award of Bid for the furnishing of Library Collection Performance Software for the Ocean County Library System for a two (2) year period to Baker & Taylor, LLC at a yearly rate of \$31,824.00. Contract # (C-20-06);

**Approvals**

**Donations**

- C. Accepting a \$200.00 donation from The Hecht Family Foundation for the Library;
- D. Accepting a double-sided steel book utility cart with three (3) shelves from Madelyn Dunn for the Stafford Branch, estimated value is \$300.00.

Approval of Items “A” through “D”:

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

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

**Passed unanimously**

12. Old Business

13. Public Comment

14. Closed Session to consider the following matters: Personnel matters and collective bargaining agreement(s) or the terms or provisions of same.

Motion to approve: Mr. McDonald

Second: Mr. Mancini

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

Passed unanimously

Motion to return to Open Session:

Mr. McDonald

Second: Mrs. Peterson

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

Passed unanimously

Motion to Approve the following Memorandum of Agreements for the following Collective Bargaining Units:

- Ocean County Library Employees Association Librarian Unit (Full and Part Time Unit).
- Ocean County Library Employees Association Librarian Unit (Supervisors Unit).
- Ocean County Library Employees Association Library Assistants and Support Staff (Full Time Unit).
- Ocean County Library Employees Association Support Staff (Part Time Unit).

Mr. McDonald

Second: Mrs. Peterson

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

Passed unanimously

15. Move to adjourn: Mr. McDonald

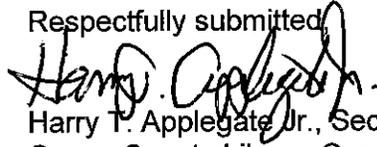
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:40 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Harry T. Applegate Jr.", written in a cursive style.

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