

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, August 17, 2021

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

Absent: Christopher J. Mullins, Vice Chair  
Henry J. Mancini

Other Attendees: Edward Feurey, Library Counsel  
Susan Quinn, Library Director  
Sara Siegler, Assistant Library Director  
Deborah Blackwell, Training Coordinator  
Joe Cahill, Facilities Manager  
Barry DePaul, Assistant Facilities Manager  
Rachael LaVoie-Dohn, Chief Librarian, Toms River  
Tim Mailley, Technology Manager  
Kelly-Ann Pennell, Chief Librarian  
Jennifer Woodman, Budget Officer  
Caroll Murray

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 January 6, 2021, 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 8, 2021, advance written notice of this meeting was published in the *Asbury Park Press*;
  3. On January 8, 2021, advance written notice of this meeting was published in *The Press of Atlantic City*;
  4. On January 6, 2021, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
  5. On January 6, 2021, 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 January 6, 2021;
  6. On August 12, 2021, written notice of the meeting stating that it would be held in the Bishop Memorial Building was posted to the Ocean County Library website;

- 7. On August 15, 2021, written notice of this meeting stating that it would be held in the Bishop Memorial Building was published in the *Asbury Park Press*;
- 8. On August 15, 2021, written notice of this meeting stating that it would be held in the Bishop Memorial Building was published in *The Press of Atlantic City*.

2. Pledge of Allegiance

3. Roll Call and Announcements

4. Approval of Minutes, Regular Meeting, July 20, 2021 (Copy on file, Library Administration Office)

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

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

Passed unanimously

5. Approval of Financial Statement, July 2021 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

## 9. Director's Report

Ms. Quinn reported on the following:

**Alice Choma will retire on September 1, 2021**, after twenty-five (25) years of service to the Ocean County Library. Alice was at the Tuckerton Branch for eight (8) years before the Branch became a part of the Ocean County Library System.

**OCL Book Bike**: The Ocean County Library Book Bike has been taken to the Point Pleasant Boardwalk by the Pleasant Beach Branch Manager Matt Willbergh.

**Teen Volunteer Services Awards**: Twenty-Seven (27) teen volunteers received the Presidential Volunteer Services Award for volunteering hours in 2020. Ms. Quinn thanked all of the teens and others that have volunteered.

**Partnerships and Programs**: The Brick Branch partnered with the Sisters of Charity of St. Elizabeth, Convent Station who will offer English as a Second Language (ESL) at the Brick Branch through a grant that was received.

At the Jackson Branch twenty-five (25) teens picked up the first Teen Summer Camp in a Box. Box number one (1) included instructions and supplies for Teen Cuisine: Chocolate Covered Pretzels.

The Plumsted Branch held a weekly treasure hunt during the month of July and have over one hundred (100) children participate.

The Lakewood Branch Youth Services held a virtual bilingual outreach, Family Fun for the County Council for Young Children. Librarians explained to educators and parents the many services the library provides such as how to get a library card, access to our databases, and how to search our collection of children's books at all reading levels.

The Long Beach Island Branch held a Storywalk in the park featuring the book, *Not Quite Narwhal* in partnership with Bayview Park in Brant Beach.

The Lacey Branch created Caregiver Wellness Kits to raise awareness of Alzheimer's and Brain Awareness Month.

Judy Macaluso, Senior Services Coordinator is launching "Memory Cafés" and has received a good response from the community. Some of the programs that will be offered are: Sleep and Aging, Normal Aging, Living with Alzheimer's series of programs in November, and Silver Social events to bring senior together to socialize. Nine (9) branches are working with the Senior Services Department (Tuckerton, Jackson, Stafford, Plumsted, Point Pleasant Boro, Manchester, Toms River, Little Egg Harbor, and Brick) to host "Memory Cafés" in the fall. The Senior Services Department is working with the Alzheimer's Associations to recruit volunteers.

**Training Updates:** The Training Department held its first in-person training since March 2020, on July 27, 2021.

Learning Circles debuted to a test group of thirteen (13) staff from various locations and departments around the system. Learning Circles are built on the idea that every member has something to contribute and every member has something to learn.

**Library Foundation Updates:** At the Library Foundation's reorganization meeting they reelected / elected officers for 2021-2022. Michael R. Beck, Esq. was reelected as Chair, Douglas Hull, Esq. was reelected as Vice Chair, Jonathan Z. Petro, Esq. was elected as Treasurer, and Michele Eventoff was reelected as Secretary.

Elaine McConnell retired from the Library Foundation after ten (10) years of service to the Library Foundation.

**Friends of the Library:** Ms. Quinn stated that the Library values all that the Friends are doing. The Friends had an inter-generational pet photo contest that was shared on the Library's social media accounts.

**COVID-19 & Safety:** Management continues to closely watch COVID-19 and safety recommendations. The Library is navigating programming and Ms. Quinn has been in contact the Ocean County Health Department regarding recommendations.

**Early Voting at the Library:** The County of Ocean should be submitting their report soon to the Library Commission. Ms. Siegler coordinated visits for the County to visit Library Branches. The Branches that have currently been selected are: Berkeley, Brick, Jackson, Lakewood, Little Egg Harbor, Manchester, Toms River, and Upper Shores.

**Resignation of Toms River Branch Manager Rachael LaVoie-Dohn:** Ms. Quinn stated that Ms. LaVoie-Dohn will be leaving at the beginning of September to take another position. Rachael was an outstanding Branch Manager and was critical for the Library in operating

during the pandemic and brought the System Coordinators together. She was a past Librarian of the Year and did a wonderful job.

#### 10. Communications – No Communications

#### 11. New Business

#### **Resolutions**

- A. Honoring Alice Choma, Principal Library Assistant, Beachwood as she retires on September 1, 2021, after twenty-five (25) years of service to the Ocean County Library;
- B. Authorizing the soliciting of formal public bids for the HVAC upgrade for the Toms River Computer Room;
- C. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;

#### **Bid Awards / Change Orders / Contracts**

- D. Approving Award of Bid for various construction projects to Wallace Brothers, Inc. in the amount of \$148,347.00. Contract Number: (C-21-02);

#### **Approvals**

- E. Approving the submission of a preliminary 2022 Capital Budget request to the County of Ocean as authorized by the Library Commission Chairperson;
- F. Approving an Ocean County Library Institutional Library Card to Ocean County Jail;
- G. Approving the Barnegat Branch to have a collection bin in the Branch from Wednesday, August 18, 2021, through Friday, December 4, 2021, to collect socks on behalf of the Kiwanis Club of Long Beach Island for their annual "Happy Feet" project;
- H. Approving the Point Pleasant Boro Branch to attend the off-site Trunk or Treat in October from 6:00 p.m. to 9:00 p.m. on a date to be determined;
- I. Approving the Stafford Branch to have a collection bin in the Branch from Wednesday, August 18, 2021, through Friday, December 4, 2021, to collect socks on behalf of the Kiwanis Club of Long Beach Island for their annual "Happy Feet" project;

#### **Donations**

Approval of Items "A" through "I":

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

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

Passed unanimously

12. Old Business – No Old Business

13. Public Comment – No Public Comment

14. Closed Session – No Closed Session.

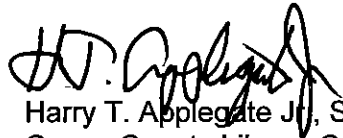
15. Move to adjourn:        Mr. McDonald  
      Second:                Mrs. Hutler

      Roll Call:             All members answered Aye

Passed unanimously

The meeting adjourned at 4:15 p.m.

Respectfully submitted,



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