

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, September 21, 2021

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

Absent: Ruthanne Scaturro, Chair
Bonnie R. Peterson

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
Deborah Blackwell, Training Coordinator
Joe Cahill, Facilities Manager
Barry DePaul, Assistant Facilities Manager
Tim Mailley, Technology Manager
Kelly-Ann Pennell, Chief Librarian
Jennifer Woodman, Budget Officer
Kelly Nichols, Clerk 4, Administration

Presiding: Christopher J. Mullins, Vice Chair

Mr. Mullins 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 September 16, 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 September 19, 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 September 19, 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, August 17, 2021 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Mancini, Mr. Mullins

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

Retirement: Item "A" under new business is the retirement of Chief Librarian Jeri Gunther after over twenty-two (22) years. Ms. Quinn thanked Ms. Gunther for her many years of service to the Library and noted that Ms. Gunther was a recipient of the Director's Award for Excellence and that her resolution will be presented to her at another time.

COVID-19 Update: In light of Ocean County being in a high rate of transmission for COVID-19 Ms. Quinn has instructed Library to wear face coverings whether vaccinated or unvaccinated as per current public health recommendations. Branches are receiving signs encouraging patrons to also wear masks. Customers are not required to wear face coverings.

Ethel Jacobsen School Request: The Library has received the annual request from the Ethel Jacobsen School to use the Long Beach Island Branch as an emergency mustering location in case of an emergency. Ms. Quinn noted that the Branch will follow Library COVID protocols along with any school requirements.

Long Beach Island Branch Donations: Ms. Quinn thanked The Stokes Family for their generous \$1,000.00 donation for the Children's Department at the Long Beach Island Branch, along with the Friends of the Island Library's donation of \$510.00 to provide Library Take & Make Kits & Supplies in honor of National Friends of the Library Week at the Branch.

Construction Projects: Curbing and sidewalk replacements along with the back stairs at the Toms River Branch have been completed. The Facilities Department continues to work on many projects.

Chromebook Lending: The Chromebook lending program started on Tuesday, September 7, 2021, currently fourteen (14) Chromebooks and twenty-two (22) hotspots have been loaned out. Ms. Quinn thanked all OCL staff involved with launching this new service.

Joseph H. Vicari Sensory Space: The Sensory Space had a soft opening on Wednesday, September 1, 2021. Currently thirty-five (35) people have used the space. We have received positive feedback from users; the QR Code outside the room has been used by

patrons to find more information about the space. Ms. Quinn is setting up a ribbon cutting ceremony for next month with the County of Ocean.

Toms River MakerSpace: The Toms River MakerSpace is in the processing of preparing to reopen.

Programs Around the System: The Jackson Teen Services Department held a Teen Summer Camp in a Box series. Twenty-five (25) teen participated.

The Lakewood Branch will be one of the sites for English Speakers of Other Languages (ESOL) and Civic instruction classes that is offered by Ocean County College. The Lakewood Branch has hosted these classes for twenty-one (21) years.

The Lakewood Teen Services staff partnered with the Lakewood High School's Extended School Year program promoting library resources and literacy on a weekly basis.

At the Little Egg Harbor Branch Donna Majchrzak continued to host virtual storytimes with the Little Egg Harbor Community Day camp for Kindergarten to third grade students.

Ms. Majchrzak also had a table at the Robert C. Wood Senior Early Childhood Center and spoke to parents, teachers, and preschool students about library cards, and the 1,000 Books before Kindergarten program.

The Plumsted Branch gave out mini bubbles to children checking out Wonder Books. This helped lead to 89% of all Wonder Books to be checked out during the month of August.

Point Pleasant Beach staff attended the township's summer camp at Pleasure Park with the Library's Book Bike.

The Stafford Branch partnered with the Hunger Foundation of Southern Ocean at Stafford Community Gardens at Lake Manahawkin and presented two (2) StoryWalks for one (1) week each. The Adult Services Department saw the return of Easter Seals groups scheduling time to join in activities in the meeting room with the ability to socialize in the Branch.

Gigi Hayes, Toms River Assistant Branch Manager and Cosette Lyncheski, Adult Services Coordinator met with the Outreach Librarian for the New Jersey State Library Talking Book & Braille Center to discuss the plan on resuming in-person programming for the Library Equal Access Program (LEAP). LEAP is a partnership between the New Jersey State Library Talking Book & Braille Center, the New Jersey Commission for the Blind and Visually Impaired, and public libraries across the state to provide free classes and programs for individuals with low vision who want to learn about the assistive tools available on iPhones and iPads.

Training Department: Deborah Blackwell, Training Coordinator presented Building, Connecting, Transforming, Re-Envisioning – OCL Diversity Equity, and Inclusion to the Library Director, Assistant Library Director, and the Human Resources Director. This presentation was the Training Department's proposed Training Plan regarding Diversity, Equity, and Inclusion for library staff

10. Communications

- A. Included in the Library Commissioners folder was an invitation to the Berkeley Branch's 30th Anniversary celebration on Monday, October 18, 2021, at 10:00 a.m.

11. New Business

Resolutions

- A. Honoring Jeri Gunther, Chief Librarian as she retires on October 1, 2021, after over twenty-two (22) years of dedicated service to the Ocean County Library;
- B. Authorizing the Library Director or her designee to prepare and advertise for Requests for Qualifications (RFQ) for various professional services in 2022 as directed by the Library Commission Chair or her designee, including Legal Counsel, Labor Counsel, Auditor, and Interior Design services;
- C. Authorizing the soliciting of formal public bids for thirty-seven (37) Early Literacy Station Platinum Bilingual Spanish computers;
- D. Authorizing the soliciting of formal public bids for eighteen (18) Envisionware Library Document Stations;

Bid Awards / Change Orders / Contracts

- E. Authorizing execution of a 2022 Intergovernmental Services Agreement with the County of Ocean for Vehicle Maintenance and Repairs at a cost not to exceed \$110,000.00;
- F. Approving Award of Bid for the furnishing and installation of Automatic Entry Doors for the Toms River Branch of the Ocean County Library to Automatics Unlimited in the amount of \$24,700.00. Contract Number: (C-21-03);

Approvals

- G. Approving the following branches to be open after-hours to serve as Early Voting Polling Places as requested from the Ocean County Board of Elections from Friday, October 22, 2021, through Monday, November 1, 2021, branches are: Berkeley Branch, Brick Branch, Jackson Branch, Little Egg Harbor Branch, Manchester Branch, Toms River Branch, and Upper Shores Branch;
- H. Approving the Jackson Branch to attend the off-site Jackson Day on October 2, 2021, from 12:00 p.m. to 6:00 p.m. at Jackson Memorial Park;
- I. Approving the Long Beach Island Branch to attend the off-site Surf City Trunk or Treat on Saturday, October 23, 2021, from 4:00 p.m. to 9:00 p.m.;
- J. Approving the use of the Long Beach Island Branch as a mustering location for the Ethel Jacobsen School during the 2021-2022 school year in the event of an emergency during normal Branch hours;
- K. Approving the Point Pleasant Boro Branch to have collection bin in the Branch from September 2021 through June 2022 to collect eyeglass donations on behalf of the Point Pleasant Boro Lions Club;

Donations

- L. Accepting a \$1,000.00 donation from the Stokes Family for the Long Beach Island Branch for the Children’s Department;
- M. Accepting a \$510.00 donation from the Friends of the Island Library (Long Beach Island) for National Friends of the Library Week – Library Take & Make Kits & Supplies for the Long Beach Island Branch;

Approval of Items “A” through “M”:

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

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

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. Mancini
Second: Mr. McDonald

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