

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, December 14, 2021

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

Absent: Christopher J. Mullins, Vice Chair  
Bonnie R. Peterson

Other Attendees: Matt Thompson, Library Counsel  
Susan Quinn, Library Director  
Jennifer Doderer, Personnel Director  
Joe Cahill, Facilities Manager  
Barry DePaul, Assistant Facilities Manager  
Tim Mailley, Technology Manager  
Jennifer Woodman, Budget Officer

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 December 9, 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 December 12, 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 December 12, 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, November 16, 2021 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Mancini, Mr. McDonald

5. Approval of Financial Statement, November 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, Mrs. Scaturro

Passed unanimously

6. Personnel Actions & Addendum (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, Mrs. Scaturro

Passed unanimously

7. Approval of Bill Certificate List # 12 (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, Mrs. Scaturro

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

**NJ Library Construction Bond Act:** The New Jersey Library Construction Bond Act is moving through legislation, it was recently passed out of committee.

**2022 Library Budget:** The Library system will be using a temporary budget to start 2022. The temporary budget is 25% of the overall 2021 Library Budget as allowed.

A copy of the draft 2022 budget was sent to all Library Commissioners.

Mr. Mancini thanked everyone for working on the 2022 budget. It is pending a courtesy review with the County of Ocean. The proposed tax levy is down and retable's are also down. This is due to an increase in the ratable base and elevation in real estate value.

**Update to Fines & Fees:** Ms. Quinn noted that the fines and fees schedule will be updated to report lost items from seven (7) days to ten (10) days.

**Discussion on Requiring Face Coverings for Library Programs:** The Commissioners discussed the requirement of having face coverings in Library meeting rooms for programs. The Commission agreed to not modify the current policy and to follow all state regulations requiring face coverings if they are mandated.

10. Communications – No Communications

11. New Business

**Resolutions**

- A. Honoring Donna Cardinale, Personnel Technician, Human Resources as she retires on January 1, 2022, after twenty-one (21) years of dedicated service to the Ocean County Library;
- B. 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, 2022, through January 31, 2023;

- C. Authorizing the 2022 Temporary Operating Budget;
- D. Approving the Library's pension liability with the County of Ocean in the amount of \$2,298,256.00;
- E. Closing out the Reserve Account for encumbrances against the 2020 Budget in the amount of \$957,926.17 by a transfer from (209-290-0028) to the General Library Account (209-290-0029);
- F. Establishing the Reserve Account for encumbrances against the 2021 Budget in the amount of \$5,182,335.00 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);
- G. Authorizing the Library Director or her designee to prepare and advertise for Request for Qualifications for Various Exempt Services (books, audio, video, magazines, downloadable, etc.) in accordance with N.J.S.A. 19:44-A20-4.5 et. seq;
- H. Resolutions for Transfers:
  1. Authorizing transfer of \$15,000.00 from the General Library Account (209-290-0029) to the Sick Pay at Retirement Account (209-290-0049);
  2. Authorizing transfer of \$80,000.00 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);
  3. Authorizing transfer of \$140,000.00 from the Maintenance, Building and Grounds line item in the General Library Account (209-290-0029) to the Building Improvement Fund (209-290-0045) to support future Capital upgrades and replacements at the Long Beach Island Branch;
- I. Approving the establishment of petty cash funds for 2022 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. Authorizing execution of a Reciprocal Borrowing Agreement with Monmouth County Library for a period of three (3) years, January 1, 2022, through December 31, 2024, at a cost of \$1.00 per net loan with an amount not to exceed \$10,000.00 annually;

**Bid Awards / Change Orders / Contracts**

- K. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 15, 2021, for an amount not to exceed \$370,000.00 to be applied to future purchases;
- L. Authorizing the award of contract for the provision of print and electronic books, materials, and resources under Various Exempt Services in accordance with N.J.S.A. 19:44A-20.4 et. Seq. as described in the bid for Request for Qualifications;
- M. Approving Award of Bid for Automatic Door Service and Repairs for the Ocean County Library System for calendar year 2022 to Automated Access Systems, Inc., not to exceed \$50,000.00;

**Approvals**

- N. Approving holding Staff Development Day on Friday, May 13, 2022;
- O. Approving the closing of the Library System to the public on Friday, May 13, 2022, for Staff Development;
- P. Approving an update to the General Policy Manual, *A.6 Fines and Fees, Section b*;
- Q. Approving the 2022 Library Fund Accounts, Line Item Categories and Cost Centers;
- R. Approving the Trustees of the Island Heights Library to have their meeting in the Island Heights Branch before normal open hours on Monday, January 24, 2022;
- S. Approving the Library to participate in the New Jersey State Library's Telehealth ARPA (American Rescue Plan Act) Opportunity for Public Libraries grant administered by the East Brunswick Public Library to provide five (5) iPads to Ocean County Library for use at various locations to allow residents to connect to healthcare providers in the state;

**Donations**

- T. Accepting a donation of \$1,600.00 from the Jackson Friends of the Library for Adult Programs at the Jackson Branch;
- U. Accepting a donation of \$200.00 from the Jackson Friends of the Library for Program Supplies.

Approval of Items "A" through "U":

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

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

Passed unanimously

12. Old Business – No Old Business

13. Public Comment – No Public Commented

14. Closed Session for personnel matters.

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

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

Passed unanimously

Motion to return to Open Session:

Mrs. Hutler

Second: Mr. Mancini

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

Passed unanimously

1) Motion to grant the Library Director to approve extra carry-over vacation time from 2021 into 2022 for Library Management and staff to use in the first six (6) months of 2022:

Mr. Mancini

Second: Mr. McDonald

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

Passed unanimously

15. Move to adjourn: Mr. Mancini

Second: Mrs. Hutler

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:52 p.m.

Respectfully submitted,



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