

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, January 18, 2022

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

Absent: Bonnie R. Peterson

Other Attendees: John C. Sahradnik, Library Counsel
Edward Feurey, Library Counsel
Susan Quinn, Library Director

Presiding: Ruthanne Scaturro, Chair

Mrs. Scaturro read the Open Public Meetings Act at 4:11 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 10, 2022, 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 13, 2022, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On January 13, 2022, advance written notice of this meeting was published in *The Press of Atlantic City*;
 4. On January 10, 2022, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
 5. On January 10, 2022, 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 10, 2022;
 6. On January 13, 2022, 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 January 16, 2022, 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 January 16, 2022, 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. Roll Call and Announcements

3. Introduction of 2021 Staff Honorees

Ms. Quinn spoke of the 2021 Librarian of Year Eleanor Marquis, Librarian 3, Lakewood who was unable to attend the meeting.

She introduced the 2021 Support Staff Person of the Year Maria Colon, Principal Library Assistant, Manchester; and the 2021 Director's Award for Excellence awardees Sara Siegler, Assistant Library Director, and Judy Macaluso, Librarian 4, Senior Services Coordinator.

The honorees were congratulated by the Library Commission on their achievement.

A motion was made to move Item "A" in New Business to present Judy Macaluso with her retirement resolution: Mr. Mancini

Second: Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

Mrs. Macaluso was presented her retirement resolution by Library Commission Chair Mrs. Scaturro and Library Director Ms. Quinn.

Mrs. Macaluso thanked the Ocean County Board of Commissioners, the Library Commissioners, Library Management, and everyone that she has worked with for all of the support she has received over the years and could not have accomplished all that she had without them.

4. Approval of Minutes, Regular Meeting, December 14, 2021 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Mullins

5. Approval of Closed Session Minutes

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

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

Passed unanimously

6. Approval of Financial Statement, December 2021 (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,
Mr. Wolleon, Mrs. Scaturro

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

NJ Library Construction Bond Act: The Library has received official notification from the New Jersey State Library that the Ocean County Library will receive \$4.8 million towards the construction of the new Stafford Library Branch in Manahawkin in the second and final round of funding.

Mr. Mancini thanked Ms. Quinn, Assistant Library Director Sara Siegler and staff for their work on the grant. The funding has exceeded expectations. The building of a new Stafford Branch Library has been in the works for fifteen (15) years. Mr. Mancini also thanked the New Jersey Legislature and Governor for their support of our Library System and County.

Presentations at ALA and NJLA Conferences: Ms. Quinn stated that the Ocean County Library was selected to present at the American Library Association (ALA) Annual Conference in Washington, DC on the Joseph H. Vicari Sensory Room in junction with the Louisville Public Library in Ohio. Ocean County Library is the first Library in New Jersey to have such a designed Sensory Space. Assistant Library Director Sara Siegler created the proposal and will present at the conference.

Ocean County Library was also selected to present at the New Jersey Library Association (NJLA) Conference in Atlantic City, NJ. Two (2) presentations will be given. The Autism Resources Committee will be presenting regarding the Annual Autism Resources Fair. Chief Librarian Kelly-Ann Pennell will be presenting on our Senior Services Homebound and Volunteer Services program along with Somerset County Library.

NJ Telehealth: Ocean County Library will be participating in the New Jersey State Library's Telehealth grant in providing iPads for use at various library locations so that the public will be able to connect with healthcare providers.

Ocean County Health Department Partnership: Ocean County Library will be partnering with the Ocean County Health Department by providing meeting room space for COVID-19 and flu vaccination clinics throughout 2022.

Election Ballot Drop Boxes: Ocean County Board of Elections has requested to place Voting Drop Boxes at the Brick Branch this is the thirteenth (13th) location to have voting drop boxes.

2022 Library Budget: The 2022 Ocean County Library Budget is currently under review with the Library Commission Finance Committee.

Long Beach Island Lighting: Lighting replacement is currently ongoing at the Long Beach Island Branch and will be completed shortly.

11. Communications – No Communications

12. New Business

Resolutions

- A. Honoring Judith Macaluso, Librarian 4, Senior Services Coordinator, as she retires on February 1, 2022, after twenty-four (24) years of dedicated service to the Ocean County Library;
- B. Authorizing the Library Buyer 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;
- C. Authorizing the expenditure of the State Per Capita Aid account in the amount of \$315,768.00 for salaries in the 3rd pay period of 2022;
- D. Authorizing the Ocean County Library to participate in the vision care plan provided by the County of Ocean for County employees in 2022. County of Ocean Contract Number (PP2020-124);
- E. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;
- F. Authorizing a resolution approving the Library to participate in the New Jersey State Library's Telehealth ARPA (American Rescue Plan Act) Opportunity for a Public Libraries grant administered by the East Brunswick Public Library to provide five (5) iPads to the Ocean County Library for use at various locations to allow residents to connect to healthcare providers in the state and authorizing the Library Director to sign the Memorandum of Understanding;

Bid Awards / Change Orders / Contracts

- G. Approving a two (2) year contract agreement with Preferred Behavioral Health Consulting Group, Inc. for Employee Assistance Program (EAP) beginning March 1, 2022, through February 29, 2024, at a first year (March 1, 2022, through February 28, 2023) cost of \$3.50 per employee per month at a total cost not to exceed \$22,680.00 Contract Number: (C-22-01);

Approvals

- H. Approving the Library Director to submit the New Jersey State Library Annual Report with the permission of the Library Commission Chairperson by the March 15, 2022 deadline;
- I. Approving the Ocean County Health Department to hold flu vaccine clinics at various Ocean County Library branches through Saturday, December 31, 2022;
- J. Approving the Ocean County Health Department to hold COVID-19 vaccine clinics at various Ocean County Library branches through Saturday, December 31, 2022;

- K. Approving the 2022 Position Control document;
- L. Approving the Friends of the Island Library to host their annual Open House on Sunday, October 16, 2022, and the Long Beach Island Branch being open to the public from 2:00 p.m. to 4:00 p.m. if circumstances permit it occurring;
- M. Approving the Tuckerton Library Association to have their meetings in the Tuckerton Branch after normal open hours from 7:00 p.m. to 8:30 p.m. on the following Wednesday evenings in 2022: January 12, 2022; February 9, 2022; March 9, 2022; April 13, 2022; May 11, 2022; June 8, 2022; July 13, 2022; August 10, 2022; September 14, 2022; November 9, 2022; and December 14, 2022;
- N. Approving the Ocean County Board of Elections to place Voting Drop Boxes at the Brick Branch;

Donations

- O. Accepting a donation of \$1,000.00 from the Friends of the Island Library to be used at the discretion of the Long Beach Island Branch;
- P. Accepting an anonymous donation of \$296.00 to be used at the discretion of the Upper Shores Branch.

Approval of Items "B" through "P":

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

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

Passed unanimously

13. Old Business – No Old Business

14. Public Comment – No Public Commented

15. Closed Session – No Closed Session

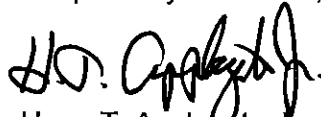
16. Move to adjourn: Mr. McDonald
 Second: Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:31 p.m.

Respectfully submitted,

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

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