

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, February 15, 2022

Attendees:            Ocean County Library Commission  
Ruthanne Scaturro, Chair  
Christopher J. Mullins, Vice Chair (Arrived after the meeting started)  
Henry J. Mancini  
Timothy McDonald  
Paul F. Wolleon

Absent:                Susan L. Hutler  
Bonnie R. Peterson

Other Attendees:    Edward Feurey, Library Counsel  
Susan Quinn, Library 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 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 February 10, 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 February 13, 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 February 13, 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. Pledge of Allegiance

3. Roll Call and Announcements

4. Approval of Minutes, Reorganization Meeting, January 18, 2022 (Copy on file, Library Administration Office)

Motion to approve: Mr. McDonald

Second: Mr. Wolleon

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

Passed unanimously

5. Approval of Minutes, Regular Meeting, January 18, 2022 (Copy on file, Library Administration Office)

Motion to approve: Mr. McDonald

Second: Mr. Wolleon

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

Passed unanimously

6. Approval of Financial Statement, January 2022 (Copy on file, Library Administration Office)

Motion to approve: Mr. Mancini

Second: Mr. McDonald

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

Passed unanimously

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

Motion to approve: Mr. McDonald

Second: Mr. Mancini

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

Passed unanimously

8. Approval of Bill Certificate List # 2 (Copy on file, Library Administration Office)

Motion to approve: Mr. McDonald

Second: Mr. Wolleon

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

**Item "A" in New Business (2022 Annual Budget)**: The budget has been updated to reflect a minor increase in the overall budget. The levy and tax rate are down. This was due to a further review of fringe benefits and an increase in the vehicle services line due to increase cost of gasoline prices. The programming line was increased as the Library starts more in-person programming and to support virtual programs. The professional expenses line item was increased to send staff to the American Library Association's Conference in-person this year and Ocean County Library will be presenting on the Sensory Space. A new Sensory Space for the Jackson Branch has also been included in the budget.

**Item "I" in New Business (Joining the O.C. Insurance Fund Commission)**: We received an agreement from the Ocean County Insurance Fund Commission to join them for Workers' Compensation. We received an initial cost of \$387,877.00, however we received a bill in the amount of \$409,785.00. This will be reviewed with the County Comptroller. The 2022 budget was also reviewed with the County Comptroller and she was very satisfied with it.

Mr. Mancini thanked Jennifer Woodman, Budget Officer, Susan Quinn, and others on the Management Team for producing a solid budget for 2022. The levy rate is down 4%, the tax rate is down 12%, while continuing with all current services.

**Item "B" in New Business**: Accepting a grant in the amount of \$4,824,000.00 from the New Jersey State Library from Phase II of the Library Construction Bond Act for the construction of a new Stafford Library Branch.

**Items "J" through "T"**: Ocean County Library is ramping up outreach and community involvement with the list of after-hours events for 2022 and other events. This is the first time since the summer of 2019 that we have been back to a full capacity of events.

**Ocean County Library's Education Initiative**: Research has shown that libraries can help schools and parents in narrowing any educational deficits to children and teens caused by the ongoing two (2) year pandemic. Ocean County Library will be working with schools and parents through our Education Initiative in the summer of 2022 in a fun way.

## 11. Communications – No Communications

## 12. New Business

### **Resolutions**

- A. Approving the 2022 Annual Budget;
- B. Accepting a grant in the amount of \$4,824,000.00 from the New Jersey State Library from Phase II of the Library Construction Bond Act to construct a new Stafford Library Branch;
- C. Authorizing an update to the 2022 Library Fund Accounts establishing a new Non-Budget Account called, Library System Projects Account (209-290-0038);
- D. Authorizing transfer of \$1,163,000.00 from the General Library Account (209-290-0029) to the Library System Projects Account (209-290-0038) to fund year one (1) of the Library System Projects plan expenditures;
- E. Authorizing a resolution for the solicitation of formal public bids for landscaping and snow removal services for various library locations;
- F. Amending the Professional Services Resolution dated January 18, 2022, to Clarke, Caton, Hintz (PSA-22-04) for Interior Design Services for 2022, by changing the Library's Charge Line Item to 8786;

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

- G. Authorizing the award of contract for the provisions 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;
- H. Authorizing the Award of Bid for the replacement of an HVAC unit in the I.T. Room at the Toms River Branch Library to LGB Mechanical, Inc. for a total cost of \$228,000.00. Contract Number: (C-22-02);
- I. Authorizing an agreement with Ocean County Insurance Fund Commission to join the Commission for coverage of Workers' Compensation and Employers' Liability; Liability, other than motor vehicle; Cyber Liability; Crime; Property Damage, other than motor vehicle; Motor Vehicle Liability; and Public Officials Liability / Employment Practices Liability;

### **Approvals**

- J. Approving the 2022 after-hours and community events (various branches);
- K. Approving setting a suggested donation for 2022 National Library Week T-Shirts, both men's and women's between \$6.00 and \$10.00 for small, medium, large, and extra-large sizes, and between \$8.00 to \$17.00 for 2XL through 6XL sizes;
- L. Approving setting a suggested donation for 2022 National Library Week "Hoodies", both men's and women's between \$18.00 and \$22.00 for small, medium, large, and extra-large sizes, and between \$20.00 and \$33.00 for 2XL through 6XL sizes;

- M. Approving the Trustees of the Island Heights Library have their meeting in the Island Heights Branch before normal open hours on Monday, February 28, 2022;
- N. Approving the Jackson Branch to have a collection bin in the Branch from Tuesday, March 1, 2022, through Saturday, April 30, 2022, to collect items for the Ocean County Animal Shelter;
- O. Approving the use of the Toms River Branch lobby and restrooms after-hours for the Toms River Township Food Fest on Saturday, May 7, 2022, from 12:00 p.m. to 8:00 p.m., with a rain date of Sunday, May 8, 2022;
- P. Approving the request of the Ocean County Parks Department to host a series of concerts allowing them to use the front steps of the Toms River Branch and keeping the lobby and restrooms open after-hours from 6:00 p.m. to 10:00 p.m. on the following dates in 2022: July 6, 2022, July 7, 2022, July 14, 2022, July 21, 2022, July 28, 2022, August 4, 2022, August 11, 2022, August 18, 2022, and August 25, 2022;
- Q. Approving the Toms River Business Improvement District's (TRBID) request to keep the Toms River Branch lobby and restrooms open after-hours on Saturday, July 16, 2022, from 5:00 p.m. to 6:00 p.m. for the Summer in the Street annual street festival;
- R. Approving the Toms River Business Improvement District's (TRBID) request to keep the Toms River Branch lobby and restrooms open after-hours on Saturday, September 17, 2022, from 5:00 p.m. to 6:00 p.m. for the Comfort Food Festival;
- S. Approving the Toms River Business Improvement District's (TRBID) request to keep the Toms River Branch lobby, restrooms, and Mancini Hall open after-hours on Friday, December 2, 2022, from 5:00 p.m. to 7:00 p.m. and to use the library steps for the Annual Downtown Toms River Christmas Tree lighting;
- T. Approving the Tuckerton Library Association to host an Open House on Wednesday, April 13, 2022, and the Tuckerton Branch to be open to the public from 7:00 p.m. to 10:00 p.m. if circumstances permit it occurring;

### **Donations**

- U. Accepting a donation of \$500.00 from Anthony Horan for the Rose T. Horan Silent Reading Tower;
- V. Accepting a welded Ocean County logo made from recycled items art piece measuring twenty-five and a half (25.5) inches in height and twenty-three (23) inches wide from Victor Sevchenko for the Jackson Branch Library, estimated value is \$50.00;
- W. Accepting a donation of twenty-one (21) copies each of *How Al-Anon Works*, *The Courage to Change*, and *The Courage to Be Me* from Al-Anon Family Group Ocean County District 23 to add to the Ocean County Library's general circulating collection;
- X. Accepting a donation of \$250.00 from Emilie K. Gay to be used for children's programming at the Lakewood Branch;
- Y. Accepting two (2) donations totaling \$685.75 from the Friends of the Waretown Library to be used at the discretion of the Waretown Branch.

Approval of Items "A" through "Y":

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

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

Passed unanimously

13. Old Business – No Old Business

14. Public Comment – No Public Commented

Mr. Mullins arrived at this time

15. Closed Session for the purposes of a contract review and personnel matters.

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

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

Passed unanimously

Motion to return to Open Session:  
Mr. Mullins  
Second: Mr. Mancini

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

Passed unanimously

1) Motion to appoint Rebecca Leopold-Bunucci as Chief Librarian, Administration at a salary of \$84,590.00, effective February 17, 2022:

Mr. Mancini  
Second: Mr. McDonald

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

Passed unanimously

2) Motion to appoint Melissa Rutkowski as Chief Librarian, Administration at a salary of \$84,590.00, effective February 17, 2022:

Mr. Mullins

Second: Mr. McDonald

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

Passed unanimously

3) Motion to approve the updated Ocean County Library Organizational Chart:

Mr. Mullins

Second: Mr. Mancini

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

Passed unanimously

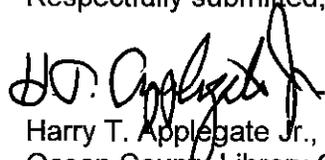
16. Move to adjourn: Mr. Mancini  
Second: Mr. Wolleon

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:34 p.m.

Respectfully submitted,



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