

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

Attendees: Ocean County Library Commission
Christopher J. Mullins, Vice Chair
Henry J. Mancini
Bonnie R. Peterson
Paul F. Wolleon

Absent: Ruthanne Scaturro, Chair
Susan L. Hutler (Via Conference Call, not as a voting member)
Timothy McDonald

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director

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 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;
2. Pledge of Allegiance
3. Roll Call and Announcements

Motion to approve by consent items "4 & 5":

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

Roll Call: Ayes: Mr. Mancini, Mrs. Peterson, Mr. Wolleon, Mr. Mullins

Passed unanimously

4. Approval of Minutes, Regular Meeting, February 15, 2022 (Copy on file, Library Administration Office)
5. Approval of Minutes, Closed Session Meeting, February 15, 2022 (Copy on file, Library Administration Office)
6. Approval of Financial Statement, February 2022 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mr. Mancini, Mrs. Peterson, Mr. Wolleon, Mr. Mullins

Passed unanimously

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

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

Roll Call: Ayes: Mr. Mancini, Mrs. Peterson, Mr. Wolleon, Mr. Mullins

Passed unanimously

8. Approval of Bill Certificate List # 3 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mr. Mancini, Mrs. Peterson, Mr. Wolleon, Mr. Mullins

Passed unanimously

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

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

Roll Call: Ayes: Mr. Mancini, Mrs. Peterson, Mr. Wolleon, Mr. Mullins

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

Ms. Quinn welcomed the Library Commissioners back to the Board Room for the first time since the March 2020 Library Commission Meeting.

MaryHelen Bavosa: Longtime switchboard operator MaryHelen Bavosa passed away this past weekend after over nine (9) years of dedicated Service to the library. Ms. Quinn offered condolences to the Library Staff and Ms. Bavosa's family.

Donations in Memory of Kathy Suchodolski: The Toms River Branch received many donations in Memory of Kathy Suchodolski of Toms River who died on Friday, January 28, 2022, and her family requested donations be made to the Toms River Branch in Kathy's name where she loved to take her daughters to read.

Monthly Celebrations: During the month of February, the Library celebrated Black History Month, and during the month of March, the Library is celebrating Women's History Month with book recommendations and special programs.

National Library Week: is being celebrated from April 3 – 9, 2022, with the theme of "Connect with your Library". Sponsored by the American Library Association (ALA) this is a time to celebrate our nation's libraries, library workers' contributions and promote library use and support. Libraries connect communities to each other and the overall theme is an explicit call to action – an invitation for community to join, visit, or advocate for their local libraries.

Baby Yoda Library Cards: In conjunction with National Library Week, the Ocean County Library is excited to announce the arrival of a new limited edition library card design featuring The Child (a.k.a. Grogu or Baby Yoda), the breakout star of Disney+'s hit series *The Mandalorian*. The Baby Yoda card design is part of the American Library Association's READ® campaign. This promotion was an Ocean County Library staff driven idea to inspire our community to have fun with reading and was the result of a collaboration between Collections, Public Relations, System Circulation, and Branch Services. A special thank you to Meagan Harrison, Collections who suggested the idea to Chief Librarian Kelly-Ann Pennell. The Baby Yoda library cards are a limited-edition promotion with the goal of encouraging Ocean County residents of all ages to sign up for a library card.

In-Person Programming Returns: Ocean County Library's System Youth Services is preparing to welcome back children for in-person programming in our branches this

summer! To encourage developing literacy skills and a love of reading, parents may bring their children to indoor and outdoor storytimes across the county and can participate in our online reading challenge for children on Beanstack through our Oceans of Possibilities summer reading program and 1,000 Books Before Kindergarten.

S.A.I.L. (Service and Achievement In the Library): After a two (2) year hiatus due to the COVID-19 pandemic, OCL Teen Services is bringing back in-person S.A.I.L. to our library branches for summer 2022. Teen Services will also host in-person Prom Dress Giveaways at the Toms River Branch on March 29 – 31, 2022, Brick Branch on April 19 and 20, 2022, and the Little Egg Harbor Branch on April 5 and 6, 2022.

New Children's Reading Materials: To encourage children to read, Ocean County Library is introducing new reading materials. The Library's Collection Department will be adding a Playaway juvenile / young adult collection to the Plumsted Branch and will be expanding children's talking books products, Wonderbooks and VOX books to the Berkeley, Long Beach Island, and Upper Shores branches. Fourteen (14) of our twenty-one (21) library locations will be offering these popular children's materials.

AWE (Advanced Workstations in Education): Ocean County Library's Technology Department has installed thirty-seven (37) new AWE Bilingual Early Literacy Stations for children in all branches. They replaced units that have reached their end of life. The AWE Computers are for young children and are not connected to the internet. The units come pre-loaded with educational games to support reading and learning in the areas of language arts, mathematics, and science.

Student Art Month: The Toms River Branch is hosting Student Art Month during the month of March. The displays of the artistic creations were done by the children in the Toms River Regional School District.

National Public Health Week: Ocean County Library is partnering with the Ocean County Health Department hosting a special display in the Toms River Branch's atrium in support of National Public Health Week, April 4 – 10, 2022.

The Courage to Remember Panel: The Toms River Branch will be hosting the Ocean County Cultural and Heritage Commission's exhibit titled *The Courage to Remember*, the Simon Wiesenthal Center's 40-panel, traveling exhibition on the Nazi Holocaust. The panel has been seen on six (6) continents and viewed by millions of people and continues to be displayed in cities across the United States, Asia, and Africa. Sara Siegler, Assistant Library Director is on the Cultural and Heritage Commission and a viewing reception of the exhibit is scheduled for 5:30 p.m. on Wednesday, April 20, 2022.

Autism Resources Fair: Ocean County Library's Autism Resources Fair Committee has planned an excellent line-up of virtual programs for children, families, and adults to recognize Autism Awareness Month in April. We thank the Ocean County Library Foundation for sponsoring three (3) speakers at this year's fair: Dianne Malley, Britini D'Angelo, and Michael McCreary. Michael is the author of "Funny, You Don't Look Autistic".

Ocean County Library Foundation update from Susan L. Hutler, Library Commission Liaison to the Ocean County Library Foundation.

Mrs. Hutler is the Library Commission's Liaison to the Library Foundation. She reported that the Foundation is currently looking for ideas to fundraise. The Big event that the Foundation had was the annual Mini-Golf in the Library. The Library Commission could help the Foundation on suggestions to fundraise.

The Library Foundation currently has over a quarter of a million dollars in their treasury. Mrs. Hutler meet with Foundation member Barbara York and Ms. Quinn to suggest items that the Foundation could help the library with. One (1) suggestion was to give each location a \$1,000.00 for extra programming. Ms. Quinn and Ms. Siegler are checking with the branches on ideas they may have. The Foundation could help with the Library's 100th year celebration coming in 2025. Mrs. Hutler opened the floor to any Commissioners that wished to offer any ideas.

Mr. Mancini thanked Mrs. Hutler for working with the Foundation. The Commission had some ideas in the past. He will think about this and send in any ideas at a later date.

Mr. Mullins liked the \$1,000.00 for extra programming and recommended that "mini-grants" could be awarded. Mr. Mancini recommended having branches submit a request to have them awarded.

Mrs. Hutler stated that COVID-19 had impacts and caused delays on different fundraising ideas that the Foundation had. She would like to open the lines of communication between the Library Commission and Foundation and she is happy to work with the Library Foundation.

11. Communications – No Communications

12. New Business

Resolutions

A. Honoring April 3 – 9, 2022, as National Library Week;

Bid Awards / Change Orders / Contracts

B. Approving year two (2) of a two (2) year contract for Debt Collection Services to Unique Management Services, Inc. for a per submission fee of \$8.95. Contract Number: (C-21-01);

C. Approving Award of Bid for Lawn Mowing, Shrub Care, and Snow Removal Services for the period of April 1, 2022, through March 31, 2023, with a second year renewable option as follows:

Region II (B, PX, P, UP) – RPM Landscaping, yearly cost - \$18,850.00

Region III (BKY, LA, WA, BGT, BD, IH)–RPM Landscaping yearly, cost-\$23,440.00

Region IV (STF, TU, LBI, LEH) – RPM Landscaping - yearly cost – \$16,000.00

Region V (PL, MA, JA, LAK) – RPM Landscaping - yearly cost - \$31,300.00
Contract Number: (C-22-03).

- D. Ratifying the actions of the Library Director 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 in the amount of \$409,785.00;

Approvals

- E. Ratifying the actions of administration approving the Friends of the Beachwood Branch to have their Executive Board meeting in the Beachwood Branch before normal open hours on Friday, March 4, 2022;
- F. Approving the Friends of the Beachwood Branch to have their meetings in the Beachwood Branch before normal open hours on the following Friday mornings in 2022: April 1, 2022, May 6, 2022, September 2, 2022, October 7, 2022, November 4, 2022, and December 2, 2022;
- G. Approving the Island Heights Branch to hold three (3) *Children's Storytimes* off-site at Camp Walk, Island Heights on Wednesday, July 6, 2022, Monday, July 11, 2022, and Friday, July 22, 2022;
- H. Approving the Island Heights Branch to hold one (1) family program off-site at the Island Heights Volunteer First Aid Building on Wednesday, August 3, 2022, and one (1) family program off-site at the Island Heights Fire Department on Wednesday, August 10, 2022;
- I. Approving the Little Egg Harbor Branch to have two (2) off-site programs, Pine Barrens Nature Walk on Tuesday, June 28, 2022, and The Colors of Nature Scavenger Hunt on Wednesday, June 29, 2022, with the Ocean County Parks Department at the Little Egg Harbor Freedom Fields with a rain date of Thursday, June 30, 2022;
- J. Approving changes to the Bylaws of the Friends of the Jackson Library;
- K. Approving changes to the Bylaws of the Friends of the Island Library (LBI);

Donations

- L. Accepting a donation of \$300.00 from Denise M. Cullen in Memory of Eileen Novak to be used at the discretion of the Barnegat Branch;
- M. Accepting a donation of \$500.00 from the Jackson Friends of the Library to be used for Young Adult Programs at the Jackson Branch;
- N. Accepting eleven (11) 11"x14" framed local historical pictures from the Jackson Friends of the Library to be displayed in the Quiet Study Room, valued at \$337.89;
- O. Accepting a donation of \$250.00 from Bob & Nancy Stannard in Memory of Kathy Suchodolski for Children's programming, Books, and eBooks for the Toms River Branch;
- P. Accepting a donation of \$200.00 from Diana Rodriguez & Family in Memory of Kathy Suchodolski for Juvenile programs at the Toms River Branch;

- Q. Accepting a donation of \$675.00 from the Employees of New Jersey Department of Health in Memory of Kathy Suchodolski to be used at the discretion of the Toms River Branch;
- R. Accepting a donation of \$250.00 from Hazen and Sawyer in Memory of Kathy Suchodolski for Children's and Young Adult books at the Toms River Branch;
- S. Accepting a donation of \$500.00 from Northeast Remsco Construction, Inc. in Memory of Kathy Suchodolski to be used for Young Adult programs;
- T. Accepting a donation of \$410.00 from the Friends of the Ocean County Library – Toms River to be used for Youth Services programming supplies at the Toms River Branch.

Approval of Items "A" through "T":

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

Roll Call: Ayes: Mr. Mancini, Mrs. Peterson, Mr. Wolleon, Mr. Mullins

Passed unanimously

13. Old Business

Mr. Mullins asked if Ms. Quinn had received a timeline for construction of the new Stafford Branch. Ms. Quinn is working with the County Comptroller on all the forms that have been requested to be filled out.

14. Public Comment – No Public Commented

15. Closed Session. No Closed Session

16. Move to adjourn: Mr. Mancini
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:25 p.m.

Respectfully submitted,


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

