

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING

Tuesday, August 12, 2025

Rescheduled from Tuesday, August 19, 2025

Attendees:            Ocean County Library Commission  
Timothy McDonald, Chair  
Susan L. Hutler  
Henry J. Mancini  
Bonnie R. Peterson, Esq. (Via Phone)  
Ruthanne Scaturro

Absent:                Paul F. Wolleon, Vice Chair  
Christopher J. Mullins

Other Attendees:    Laura Benson, Esq. Library Counsel  
Susan Quinn, Library Director

Presiding:            Timothy McDonald, Chair

Mr. McDonald 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 July 21, 2025, 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 July 28, 2025, advance written notice of this meeting was published in the *Asbury Park Press*;
  3. On July 29, 2025, advance written notice of this meeting was published in *The Press of Atlantic City*;
  4. On July 21, 2025, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
  5. On July 21, 2025, 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 December 18, 2024.

2. Pledge of Allegiance

3. Roll Call and Announcements

4. Approval of Minutes, Regular Meeting, July 15, 2025 (Copy on file, Library Administration Office)

Motion to approve: Mrs. Scaturro

Second: Mrs. Hutler

Roll Call: Ayes: Mrs. Hutler, Mrs. Peterson, Mrs. Scaturro

Abstain: Mr. Mancini, Mr. McDonald

Passed unanimously

5. Approval of Minutes, Closed Session, July 15, 2025 (Copy on file, Library Administration Office)

Motion to approve: Mrs. Hutler

Second: Mrs. Scaturro

Roll Call: Ayes: Mrs. Hutler, Mrs. Peterson, Mrs. Scaturro

Abstain: Mr. Mancini, Mr. McDonald

Passed unanimously

6. Approval of Financial Statement, July 2025 (Copy on file, Library Administration Office)

Motion to approve: Mr. Mancini

Second: Mrs. Hutler

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

Passed unanimously

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

Motion to approve: Mrs. Scaturro

Second: Mrs. Hutler

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

Passed unanimously

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

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

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

Passed unanimously

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

Motion to approve: Mrs. Hutler  
Second: Mrs. Scaturro

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

**2025 Mid-Year System Stats (January – June) vs. Same Time as 2024:** Stats for 2025 are trending upwards. Library card holders are at 208,410, up 3.53%. Visitor count is 781,860, up 9.94%. Circulation is 2,023,482, up 0.48%. Program attendance is 198,328, up 22.44%. Public computer use is 165,188, up 8.40%. Meeting room usage is 6,654, up 51.92%.

New patron numbers by percentage are up 21.76% at the Plumsted Branch and 57.45% at the Island Heights Branch. The Bay Head Express has seen the largest visitor count increase at 36.30%, followed by the Toms River Branch at 35.50%. By number of new patrons alone the largest is Toms River Branch, Lakewood Branch, and Brick.

Program attendance by percentage are up the most at Brick, Plumsted, and tied for third are Little Egg Harbor and Tuckerton. By the total number of program attendees it was Brick, Toms River, and Stafford.

Computer usage by percentage was up most at Toms River, Waretown, and Jackson. By the total number of users it was Lakewood, Toms River, and Brick

The Library System as a whole is doing very well.

11. Communications – No Communications

12. Committee Reports – No Committees Reported

### 13. New Business

#### **Resolutions**

- A. Rescinding the Ocean County Library Health Benefits Wavier Plan resolution dated September 17, 2008;
- B. 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. 19:44A-20.5 et. seq;
- C. Authorizing the Facilities Department to dispose of damaged, obsolete, well-worn equipment, furniture and fixtures no longer needed and/or having no value;

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

- D. Authorizing the Library to proceed with the proposed Lakewood Branch Library full roof replacement using Weatherproofing Technologies, Inc with the estimated cost of \$804,662.16 using ESCNJ23/24-30 Co-Op Contract Number: 65MCESCCPS;

#### **Approvals**

- E. Approving the submission of a preliminary 2026 Capital Budget request to the County of Ocean, by the September 15, 2025, deadline;
- F. Approving the use of the Long Beach Island Branch as a mustering location for the Ethel Jacobsen School during the 2025-2026 school year in the event of an emergency during normal Branch hours;
- G. Approving the Barnegat, Little Egg Harbor, Long Beach Island, and Stafford branches to partner with the Kiwans Club of LBI to collect new socks for the "Happy Feet" project to benefit a variety of military groups, at risk women and children, and local homeless facilities from Tuesday, September 2, 2025, through Wednesday, December 3, 2025;
- H. Approving the Friends of the Berkeley Branch to sell donation cards throughout the month of October 2025, for National Friends of the Library Month;
- I. Approving the Friends of the Berkeley Branch to offer "Blind Date with a Book" for a \$5.00 cash donation at their Meet the Friends event and Booksale Fundraiser on Tuesday, October 21, 2025, from 4:00 p.m. to 8:00 p.m. at the Berkeley Branch;
- J. Approving the Lions Club and the Point Pleasant Borough High School's Leo Club to have a collection bin the Point Pleasant Borough Branch during the upcoming 2025-2026 school year, to collect eyeglass donations;

#### **Donations**

- K. Accepting a \$500.00 donation from Professor Sherry I. Coleman to be used for digital services at the Toms River Branch  
Approval of Items "A" through "K":

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

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

Passed unanimously

14. Old Business – No Old Business

15. Public Comment – No Public Commented

16. Closed Session for matters related to contractual matters.

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

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

Passed unanimously

Motion to return to Open Session:

Second: Mrs. Hutler  
Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

- 1) Motion to approve a final lease extension with JBJ Soul Kitchen to January 30, 2026, with the MOA between the JBJ Soul Kitchen and Toms River Regional School, dated July 24, 2025, shall be considered a part of this lease extension:

Second: Mrs. Scaturro  
Mr. Mancini

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

17. Move to adjourn: Mr. Mancini  
Second: Mrs. Hutler

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:42 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "H.T. Applegate Jr.", with a stylized flourish at the end.

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