

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, September 16, 2025

Attendees: Ocean County Library Commission
Timothy McDonald, Chair
Paul F. Wolleon, Vice Chair (Via Phone)
Susan L. Hutler
Bonnie R. Peterson, Esq.
Ruthanne Scaturro

Absent: Henry J. Mancini
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 December 18, 2024, 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 3, 2025, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On January 4, 2025, advance written notice of this meeting was published in *The Press of Atlantic City*;
 4. On December 18, 2024, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
 5. On December 18, 2024, 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, Reschedule Regular Meeting, August 12, 2025 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Wolleon

Passed unanimously

5. Approval of Minutes, Closed Session, August 12, 2025 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Wolleon

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

8. Approval of Bill Certificate List # 9 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

A motion was made to move Item "B" in New Business honoring Valerie Rosamilia, Principal Payroll Clerk, Finance Department as she retires on October 1, 2025, after twelve (12) years of dedicated service to the Ocean County Library:

Motion: Mrs. Hutler
Second: Mrs. Peterson

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

Passed unanimously

Ms. Rosamilia was in attendance and was presented with her retirement resolution by Library Director Ms. Quinn and Library Commission Chair Mr. McDonald.

The Yiddish Book Center Grant Awarded, Item "F": Ocean County Library is one of forty (40) libraries across the country selected to participate in the Yiddish Book Center's 2026 "Between Two Worlds" Public Libraries Program. The Lakewood Branch is the lead on this grant which we applied for this spring. "Between Two Worlds" is presented as part of the Yiddish Book Center's Public Libraries Program, in partnership with the American Library Association (ALA) and funded by the Lilly Endowment, Inc. Through this selected program, the Yiddish Book Center provides grants, resources, and training to public libraries across the country to host reading groups and related programming to explore Yiddish literature. Participant libraries may receive funding of up to \$2,000.00 to invite guest speakers or for

library programming. The Yiddish Book Center will issue a press release about this grant program later this month announcing all the winners of the grant.

This grant was a highly competitive grant process and thank you to the Lakewood Staff.

Lakewood Branch Closing for Roof Replacement: Item "P" is approving the closing of the Lakewood Branch for roof replacement on or about the week of October 6, 2025, or October 20, 2025. Library Facilities will also begin the process of replacing the chiller and doing a deep cleaning of the Branch while the building is closed to the public.

A press release will go out informing the public where they can go to pick up books and materials while the Branch is closed.

11. Committee Reports – No Committees Reported

12. Communications – No Communications

13. New Business

Resolutions

- A. Honoring Cindy DiGangi, Senior Library Assistant, Berkeley Branch Circulation as she retires on October 1, 2025, after twenty-five (25) years of dedicated service to the Ocean County Library;
- B. Honoring Valerie Rosamilia, Principal Payroll Clerk, Finance Department as she retires on October 1, 2025, after twelve (12) years of dedicated service to the Ocean County Library;
- C. Authorizing the Library Director or her designee to prepare and advertise for Requests for Qualifications (RFQ) for various professional services in 2026, including Legal Counsel, Labor Counsel, Auditor, Special Conflict/Litigation Counsel Services, and Special Labor Counsel Services;
- D. Authorizing the Library Director or her designee to prepare and advertise for Request for Proposal (RFP) for Interior Design Services in 2026;
- E. Authorizing the Ocean County Library Director of Human Resources to sign the contracts to provide Horizon Blue Cross Blue Shield Difference Card Services for the 2026 calendar year;
- F. Authorizing the Library to accept The Yiddish Book Center's Public Libraries Program grant from the American Library Association (ALA) with funding up to \$2,000.00 for related programming, hosting a traveling exhibit, and participation by one (1) staff member to attend an orientation workshop;
- G. Authorizing the Little Egg Harbor Branch to accept the Flight Path Star Net Grant from the Spark of Science at my Library Program to learn about local birds and protect them as they migrate in the amount of \$500.00;
- H. Authorize the Ocean County Library to apply for a State of New Jersey Department of Environmental Protection EV Charging Station grant by the deadline of October 25, 2025 with the authorization of the Library Commission Facilities Committee;

- I. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;

Bid Awards / Change Orders / Contracts

- J. Approving Award of Bid for Debt Collection services to Unique Management Services for a one (1) year period, with a second year renewable option for a per submission fee of \$9.85. Contract Number: (C-25-03);
- K. Authorize Ocean County Library Commission to enter into a Cooperative Pricing Agreement with the Educational Data Services, Inc;

Approvals

- L. Approving the following branches to be open after-hours to serve as Early Voting Polling Places as requested from the Ocean County Board of Elections from Friday, October 23, 2025, through Sunday, November 2, 2025, branches are: Berkeley Branch, Brick Branch, Jackson Branch, Little Egg Harbor Branch, Manchester Branch, Toms River Branch, and Upper Shores Branch;
- M. Approving a letter of support to the Ocean County Achievement Center at Ocean County College for their grant application to Work First New Jersey expected to run from October 1, 2025 – September 30, 2026 to assist adults on public assistance become self-sufficient and find meaningful employment, and where the Ocean County Library may provide job-shadowing opportunities for individuals enrolled in this Ocean County College program.
- N. Approving the Senior Services Department and the Beachwood Branch to host the *Sound Bowls: A Vibe Session with Kate* program off-site at the Mayo Park Center in Beachwood on Thursday, November 20, 2025;
- O. Approving the Jackson Branch to partner with Girl Scout Troop 50107 to have a collection bin in the Branch to collect pet supplies during the month of October 2025 as part of their silver award project;
- P. Approving the closing of the Lakewood Branch for roof replacement on or about the week of October 6, 2025, or October 20, 2025, as determined by Library Administration;
- Q. Approving the Lakewood Branch to hold a non-perishable food donation drive to honor Veterans Day during the month of November 2025. Items collected will be distributed to the Vetnetwork food pantry to provide free food to veterans in need for the Thanksgiving holiday;
- R. Approving the Point Pleasant Beach Library Association to have an after-hours fundraiser at the Branch on Thursday, October 23, 2025, from 7:00 p.m. to 9:00 p.m.;
- S. Approving the Upper Shores Branch to partner with the Lavallette Clean Up Club to help keep party and balloon waste off the beach and out of the ocean and bays. A Teracycle box would be placed in the Branch for one (1) year starting Wednesday, September 17, 2025, or until the box is full;
- T. Approve opening the Toms River Branch before and after regular business hours on Saturday, December 6 and Sunday, December 7 for the Toms River Police Foundation's annual Jingle Bell Run. One library staff member and a security guard will be working this event;

- U. Approve Jackson, Manchester and various other branches to host the State of New Jersey Motor Vehicle Commission Mobile Unit throughout the rest of 2025;

Donations

- V. Accepting a 11" x 14" water color painting of the Island Heights Branch Library by Karen Pomeroy including frame from the Trustees of the Island Heights Library, estimated value is \$125.00;
- W. Accepting a \$500.00 donation from the Jackson Friends of the Library for Juvenile programming at the Jackson Branch;
- X. Accepting a \$500.00 donation from the Jackson Friends of the Library to purchase yarn programming supplies at the Jackson Branch;
- Y. Accepting a \$400.00 donation from the Jackson Friends of the Library for programming supplies at the Jackson Branch;
- Z. Accepting a \$1,500.00 donation from Pursuit at the suggestion of Pursuit Director Robert Jussen, retired Executive Credit Officer, HSBC Bank;
- AA. Accepting a \$500.00 donation from The Crab's Claw Inn in Lavallette to be used at the discretion of the Upper Shores Branch;
- BB. Accepting a \$250.00 donation from Carl Giaimo for library materials at the Whiting Reading Center.

Approval of Items "A" through "BB" with the exception of Item "B":

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

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

Passed unanimously

- 14. Old Business – No Old Business
- 15. Public Comment – No Public Commented
- 16. Closed Session – No Closed Session

17. Move to adjourn: Mrs. Hutler
Second: Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:10 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