

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, February 18, 2025

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

Absent:

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

Ms. Quinn asked for a moment of silence in honor of the passing of Mr. Franklin H. Berry, Jr., Esq. Mr. Berry was instrumental in working with Ocean County Freeholder James J. Mancini in expanding the Ocean County Library System.

4. Approval of Minutes, Reorganization Meeting, January 21, 2025 (Copy on file, Library Administration Office)

Motion to approve: Mr. Wolleon

Second: Mr. Mullins

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

Abstained: Mr. Mancini, Mrs. Scaturro

5. Approval of Minutes, Regular Meeting, January 21, 2025 (Copy on file, Library Administration Office)

Motion to approve: Mrs. Hutler

Second: Mr. Wolleon

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

Abstained: Mr. Mancini, Mrs. Scaturro

6. Approval of Minutes, Closed Session, January 21, 2025 (Copy on file, Library Administration Office)

Motion to approve: Mr. Mullins

Second: Mrs. Hutler

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

Abstained: Mr. Mancini, Mrs. Scaturro

7. Approval of Financial Statement, January 2025 (Copy on file, Library Administration Office)

Motion to approve: Mr. Mancini

Second: Mrs. Scaturro

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

11. Director's Report

Ms. Quinn reported on the following:

JBJ Soul Kitchen: The JBJ Soul pop-up kitchen in the Toms River Branch is open and she thanked Ocean County Commissioner and Library Liaison Jennifer Bacchione for attending the opening.

Black History Month: All of the library branches are celebrating Black History Month with book displays and programming.

The Toms River Area NAACP and the Friends of the Toms River Library held their annual Black History Month program in Mancini Hall to a full capacity. This year's main event was *Dream Weaver the works of Langston Hughes* by actor David Mills. Mr. Mills takes the audience through the years with Langston Hughes' writings.

12. Committee Reports – No Committees Reported

13. Communications – No Communications

14. New Business

Resolutions

- A. Honoring Marguerite Dugas, Librarian 3, Jackson Branch Information Services as she retires on March 1, 2025, after over nineteen (19) years of dedicated service to the Ocean County Library;
- B. Honoring Susan Richardson, Senior Library Assistant, Manchester Branch Circulation as she retires on March 1, 2025, after twenty-five (25) years of dedicated service to the Ocean County Library;
- C. Authorizing soliciting of public bids for moving services for the Stafford Branch Library;
- D. Approving the grand opening of the JBJ Soul Kitchen Pop-Up in the Library Café at the Toms River Branch of the Ocean County Library;
- E. Authorizing soliciting of Request for Proposals for a Move Management Consulting Services;

Bid Awards / Change Orders / Contracts

- F. Approving year two (2) of a two (2) year contract agreement with Preferred Behavioral Health Consulting Group, Inc. for Employee Assistance Program (EAP) beginning March 1, 2025, through February 28, 2026, at a cost of \$3.70 per employee per month at a total cost not to exceed \$23,310.00. Contract Number: (C-24-01);
- G. Authorizing an agreement with Communico, LLC for software to centrally manage the Library's digital signage displays, facilitate library staff and customers to create, manage, and register for library programs and meeting rooms, and to provide a mobile app to library patrons from SHI International Corps. under the New Jersey Cooperative Purchasing Alliance Contract, Contract Number: CK04, Subcontract Number: 24-38 for a two (2) year agreement at an annual cost of \$72,930.70;
- H. Authorizing a new agreement with Verizon through the New Jersey State Library's JerseyConnect program;

Approvals

- I. Approving setting a suggested donation for 2025 National Library Week T-Shirts, both men's and women's \$10.00 for small, medium, large, and extra-large sizes, and between \$12.00 to \$16.00 for 2XL through 5XL sizes;
- J. Approving setting a suggested donation for 2025 National Library Week "Sweatshirts", both men's and women's between \$23.00 and \$25.00 for small, medium, large, and extra-large sizes, and between \$26.00 and \$33.00 for 2XL through 5XL sizes;
- K. Approving the Homebound & Volunteer Services Department to have collection bins in the following branches during March 2025 to collect toiletry items to be distributed to the two (2) Ocean County Department of Children and Families locations: Barnegat Branch, Plumsted Branch, Stafford Branch, Toms River Branch, and the Waretown Branch;

- L. Approving the Stafford Branch to attend the Beach Haven West Civic Association's afterhours monthly meeting on Friday, February 21, 2025, at 7:00 p.m.;

Donations

- M. Accepting a grant in the amount of \$3,000.00 from the Ocean County Library Foundation for the OceanFirst Foundation's 2024 Arts & Cultural Grant;
- N. Accepting a \$2,000.00 donation from the Friends of the Brick Library to be used for adult programming at the Brick Branch;
- O. Accepting a \$500.00 donation from the Friends of the Brick Library to be used for young adult programming at the Brick Branch;
- P. Accepting a \$1,000.00 donation from the Friends of the Brick Library to be used for children's programming at the Brick Branch;
- Q. Accepting a \$2,545.00 donation from the Friends of the Island Library to be used at the discretion of the Long Beach Island Branch;
- R. Accepting a donation of \$654.00 from the Friends of the Island Library to purchase a new Whirlpool refrigerator for the Long Beach Island Branch;
- S. Accepting a donation of \$300.00 from the Friends of the Plumsted Library to be used for adult programming at the Plumsted Branch;
- T. Accepting a donation of \$895.00 from the Friends of the Plumsted Library to be used for children's programming at the Plumsted Branch;
- U. Accepting a donation of \$305.00 from the Friends of the Plumsted Library to be used for programming supplies at the Plumsted Branch;
- V. Accepting a donation of \$900.00 from the Tuckerton Library Association to be used at the discretion of the Tuckerton Branch.

Approval of Items "A" through "V":

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

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

Passed unanimously

15. Old Business – No Old Business

16. Public Comment

Mr. Mancini acknowledged the passing of Mr. Franklin H. Berry, Jr., Esq. Mr. Berry was a longtime supporter of the Ocean County Library and Mr. Mancini sends his condolences to his family and law firm.

17. Closed Session – No Closed Session.

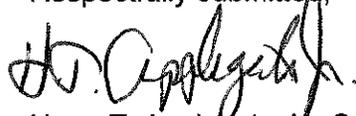
18. Move to adjourn: Mr. Mancini
Second: Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:07 p.m.

Respectfully submitted,



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