

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, May 20, 2025

Attendees: Ocean County Library Commission
Timothy McDonald, Chair
Paul F. Wolleon, Vice Chair
Susan L. Hutler
Henry J. Mancini
Christopher J. Mullins (Via Phone After Start of the Meeting)
Bonnie R. Peterson, Esq. (Via Phone)
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

4. Approval of Minutes, Rescheduled Regular Meeting, April 22, 2025 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Mancini

5. Approval of Minutes, Closed Session, April 22, 2025 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Mancini

6. Approval of Financial Statement, April 2025 (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. Wolleon, Mr. McDonald

Passed unanimously

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

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

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

Passed unanimously

8. Approval of Bill Certificate List # 5 (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. Wolleon, 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. Wolleon, Mr. McDonald

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

OCL 100th Anniversary: Ocean County Library's Historical Banner Exhibit is on display in the atrium and the Commissioners are invited to review it. This is to celebrate Ocean County Library's 100th Anniversary in 2025. The display will be in the Toms River Branch until June 20, 2025, at which time the banners will be displayed at their respective locations for the Library's 100th Anniversary celebrations through Friday, September 19, 2025 - Sunday, September 21, 2025. Friday, September 19, 2025, is the 100th Anniversary date. The banners were produced by library staff. This project was made possible through a generous donation from the Ocean County Library Foundation.

Mr. Mullins arrived at the meeting via phone.

New Business Item's "A" & "B": Item "A" is accepting the State of New Jersey's Clean Energy Program audits of library facilities in the amount up to \$150,000.00 per entity per program year. This program will help the library system to save money on energy costs. Branches chosen to participate include: Barnegat, Berkeley, Brick, Jackson, Lacey, Lakewood, Little Egg Harbor, Long Beach Island, Manchester, Plumsted, Point Pleasant Borough, Toms River, Upper Shores, and Waretown. Ms. Quinn thanked Matt Nolan, Facilities Manager for facilitating this program.

Item "B" is the New Jersey State Library grant, REV: 250: Examining the Semiquincentennial through a New Jersey Lens. This was a grant that was offered to show

New Jersey's impact over the United States' two-hundred and fifty (250) years, that will be celebrated on July 4, 2026. Ocean County Library was selected through a competitive grant process for \$22,420.00 in the Digitization category. Elizabeth J. Cronin, Librarian 4, Information Services System Coordinator wrote the winning grant to digitize microfilm and bound copies of the Ocean County Leader from the 1930's through the 1980's. This northern Ocean County newspaper covers Point Pleasant Beach, Point Pleasant Borough, and Bay Head.

Juneteenth Celebration: Juneteenth will be celebrated at the Toms River Branch on Thursday, June 19, 2025, from 9:00 a.m. to 2:00 p.m. with *Celebration of Juneteenth Resilience, Courage and Freedom*. It will be a day of learning, reflection, and engagement to honor the black community in America. Ms. Quinn invites the community to come together and experience storytelling, history, music, and food with special program that day featuring a performance by the band Sounds of Soul at Carousel of Music. This program is sponsored by the Ocean County Library's Cultural Awareness Team led by Deborah Blackwell, Training Coordinator, the Ocean County Parks and Recreation Department, and the Ocean County Library Foundation.

Mrs. Scaturro noted that she was not aware that the staff had created the banners that were on display and praised the staff for the work that they do each and every day.

11. Committee Reports

JBJ Soul Kitchen: Mr. McDonald spoke with the JBJ Soul Kitchen last week. They requested to attend the meeting and address the entire Library Commission about their plans.

The Library Commission reviewed the letter of May 14, 2025, that was submitted to the Library Commission, by Robert Wood, Assistant General Manager.

Ms. Dorothea Bongiovi spoke about the impact that the JBJ Soul Kitchen has made since opening the JBJ Soul Kitchen Pop-up at the Ocean County Library Toms River Branch. Since opening on February 11, 2025, through April 30, 2025 the pop-up has served 2,654 meals; 45% were paid through donations and 55% were earned through volunteering. Among the guests fifty (50) are considered unhoused regular patrons. Of this group, approximately 75% are from Toms River or neighboring communities. These figures align with county trends, as the 2024 Point-in-Time (PIT) Count conducted by Monarch Housing Associates reported 556 individuals experiencing homelessness in Ocean County, a 28% increase from 434 in 2023. 48% of the county's homeless population identify Toms River as home.

Over the last eleven (11) weeks we have made ten (10) referrals to NJ Reentry, six (6) to Toms River Housing Coalition, four (4) referrals to South Jersey Legal Services, three (3) each to the Affordable Housing Alliance, Crest, and Mental Health Associates, and two (2) to Ocean Health Initiative. Currently we have two (2) permanent housing placements with four (4) pending.

We are here to help, we were invited to be here and this is the service that we do. We have been in Red Bank for twelve (12) years, and Toms River in Silverton for nine (9) years. We are here to continue this work. We have had no negative instances until an article that was placed in Shore News.

Mr. McDonald asked when the current contract ended, which Mr. Wood responded that the current agreement ends on May 23, 2025, without further Library Commission approval.

Mrs. Peterson asked who was giving out the referrals. Ms. Bongiovi responded that the pop-up has a host at the front desk that is a resource specialist.

Mr. Wood stated that some of the Toms River High School students do visit the pop-up during lunch breaks.

Mr. McDonald stated the he received a letter of inquiry from the school to integrate Toms River High School South students with the pop-up.

Mrs. Scaturro stated that she was Chair of the Library Commission for three (3) years before Mr. McDonald took-over and some of the same issues existed then with the Dunkin Donuts.

12. Communications

Mr. McDonald noted the thank you card that the Library Commission received from the family of Mr. Ted Hutler, Jr. and passed it around to the other Commissioners.

13. New Business

Resolutions

- A. Authorizing the Library to accept the State of New Jersey's Clean Energy Program to obtain audits of library facilities in the amount up to \$150,000.00 per entity per program per year;
- B. Authorizing the Library to accept the New Jersey State Library grant, REV 250: Examining the Semiquincentennial through a Jersey Lens in the amount of \$22,420.00 for Digitization;
- C. Approving the use of the Civil Service title Heating and Air Conditioning Mechanic;

Bid Awards / Change Orders / Contracts

- D. Authorizing an agreement with Hunter Technologies for Telecommunication Services under New Jersey Master Blanket Purchase Order 80802, at a cost not to exceed \$55,000.00 for a twenty-four (24) month agreement;

Approvals

- E. Approving the Homebound & Volunteer Services Department to have collection bins in the following branches during July 2025 to collect items to be distributed to the two (2)

Ocean County Department of Children and Families locations: Brick Branch, Long Beach Island Branch, Point Pleasant Beach Branch, Point Pleasant Borough Branch, Toms River Branch, and Upper Shores Branch;

- F. Approving the Barnegat Branch Youth Services Department to partner with the staff at Cloverdale Farm County Park for an offsite story and guided trail exploration on Wednesday, July 30, 2025;
- G. Approving the Barnegat Branch Youth Service Department to partner with the staff at Cloverdale Farm County Park of an offsite cranberry themed storytime on Friday, September 5, 2025;
- H. Approving the Island Heights Branch to host two (2) offsite Storytime-Around-Time at the Ocean County Artist Guild in Island Heights on Tuesday, June 24, 2025, and Saturday, August 30, 2025;
- I. Approving the Island Heights Branch to host an offsite program, 100th Anniversary Celebration: Elvistory: The King Returns to Camelot at the John F. Peto Artist Studio and Museum in Island Heights on Saturday, August 30, 2025, with a rain date of Saturday, September 13, 2025;
- J. Approving the Lakewood Branch to collect gently used shoes for the Lakewood High School's Student Government Association from Sunday, June 1, 2025, through Friday, June 20, 2025;
- K. Ratifying the actions of administration approving the Manchester Police Department to use the Manchester Branch's parking lot for overflow parking for the 2025 Police Unity Tour on their ride to Washington, D.C. on Friday, May 9, 2025;

Donations

- L. Accepting a donation of \$1,000.00 from the Ocean County Library Foundation to be used for Juneteenth programming at the Toms River Branch on June 19, 2025.

Approval of Items "A" through "L":

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

14. Old Business – No Old Business

15. Public Comment – No Public Commented

16. Closed Session for discussion of contractual matters

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

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

Passed unanimously

Motion to return to Open Session:

Second: Mr. Wolleon
Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

- 1) Motion to approve extending the agreement with JBJ Soul Kitchen for an additional thirty (30) days to have a discussion on a possible collaboration:

Second: Mrs. Scaturro
Mr. Mancini

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

Passed unanimously

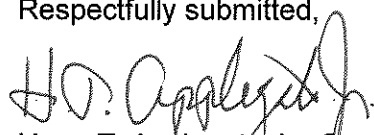
16. Move to adjourn: Mr. Mancini
Second: Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:48 p.m.

Respectfully submitted,



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