

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, June 17, 2025

Attendees:            Ocean County Library Commission.  
Timothy McDonald, Chair  
Paul F. Wolleon, Vice Chair  
Susan L. Hutler  
Henry J. Mancini  
Christopher J. Mullins  
Bonnie R. Peterson, Esq.

Absent:                Ruthanne Scaturro

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

A. Check Presentation by the Toms River Sunrise Rotary Charitable Foundation and the Ocean County Library Foundation

A motion was made to move Item "A" in New Business authorizing a naming opportunity for Sparks's Lab to the Toms River Sunrise Rotary Charitable Foundation:

Motion: Mr. Mancini  
Second: Mrs. Hutler

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

Passed unanimously

Ms. Quinn noted that the Toms River Sunrise Rotary Charitable Foundation donated to the expansion of the Toms River Branch and sponsored one of the study rooms. This donation is being made to the Ocean County Library Foundation who will then donate the money for the enhancement of the Sparks's Lab Makerspace.

Mr. Ryan Caswell, President of the Toms River Sunrise Charitable Foundation signed the agreement along with Library Commission Chairman Timothy McDonald.

4. Approval of Minutes, Regular Meeting, May 20, 2025 (Copy on file, Library Administration Office)

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

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

Passed unanimously

5. Approval of Minutes, Closed Session, May 20, 2025 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

8. Approval of Bill Certificate List # 6 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

**Juneteenth Celebration:** As a reminder, Ocean County Library will be celebrating Juneteenth this Thursday (June 19<sup>th</sup>) with a series of programs titled, "Celebration of Juneteenth Resilience, Courage and Freedom". These programs are generously sponsored

by the Ocean County Library's Cultural Awareness Team, the Ocean County Parks and Recreation Department, and the Ocean County Library Foundation. Deborah Blackwell, Ocean County Library Training Officer came up with the idea for these programs. More information can be found in the flyers on the back counter.

**Kearny Bank Foundation Grant:** The Library received an unsolicited grant in the amount of \$2,500.00 to the Lacey Branch. The Bank has generously supported the Lacey Branch's programs for those with special challenges and provided these funds to continue with the series.

**Donations:** The Ocean County Library Foundation has donated \$1,000.00 to the Library to sponsor the 2025 Adults with Special Challenges Dance that will be held in the fall at the Toms River Branch.

The Friends of the Jackson Branch Library has donated \$800.00 to purchase a book display at the Jackson Branch.

The Friends of the Point Pleasant Beach Library has donated \$200.00 for the Point Pleasant Beach Branch to have a Youth Services Scavenger Hunt.

**Little Egg Harbor Branch** will be closed from Tuesday, July 15, 2025, to Monday, July 21, 2025, for a new chiller replacement.

**Painting Projects at Toms River:** Thank you to Matt Nolan, Facilities Managers and his team of Ed Torres and Scott Bunje for the repainting of Mancini Hall and the Board Room. Also added to the Board Room is a picture of Franklin H. Berry, Jr., Esq. whose donation sponsored this room.

**NJLA Librarian of the Year, Diane Musella:** Ms. Quinn introduced Diane Musella, Ocean County Library's Adult Services Supervisor of the Toms River Branch who was named, out of all librarians in the state, as the New Jersey Library Association's 2025 Librarian of the Year.

## 11. Committee Reports

**JBJ Soul Kitchen:** Mr. McDonald has met with Toms River Regional Schools District Superintendent Michael Citta regarding a collaboration between Toms River High School South and the JBJ Soul Kitchen. Mr. McDonald also met with members of the JBJ Soul Kitchen today before the Library Commission Meeting.

Ms. Dorothea Bongiovi and Robert Wood of JBJ Soul Kitchen spoke about the impact that the JBJ Soul Kitchen has made since opening the Pop-up at the Ocean County Library Toms River Branch and requested an extension of the current contract to December 31, 2025.

The Library Commission discussed Ms. Bongiovi's request to add an extension to the current contract that is set to expire on June 22, 2025.

## 12. Communications

- A. JBJ Soul Kitchen letter of June 17, 2025

The Library Commissioners reviewed the letter.

## 13. New Business

### **Resolutions**

- A. Authorizing a Naming Opportunity for Sparks's Lab to the Toms River Sunrise Rotary Charitable Foundation;
- B. Authorizing transfer of \$1,990.00 from the General Library Account (209-290-0029) to the Donation Account (209-290-0037);
- C. Ratifying the actions of administration authorizing the Library to apply for The Yiddish Book Center's Public Libraries Program grant from the American Library Association (ALA);
- D. Authorizing the Library to accept the unsolicited Kearny Bank Foundation grant in the amount of \$2,500.00;
- E. Authorizing the Little Egg Harbor Branch to apply for 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 up to \$500.00;

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

- F. Authorizing an agreement with Comcast Business Communications, LLC for Internet Access and Data Transmission Services through the Cooperative Purchasing Program with Educational Services Commission of New Jersey, Contract ESCNJ23/24-19, for a term of thirty-six (36) months and not to exceed five (5) years;
- G. Authorizing the purchase of Network Software from Cisco Systems through SHI International for a sixty (60) month term at a total cost of \$349,782.05, billed annual at a cost of \$69,956.41, using the NASPO Data Communications Contract: AR3227, subcontract 21-TELE-01506;

### **Approvals**

- H. Approving updates to the Personnel Policy Manual to reflect changes associated with the current Collective Bargaining Agreements;
- I. Approving an update to the General Policy Manual, A.23 OCL Social Media Policy;
- J. Approving the Friends of the Beachwood Branch to host *The Hindenburg Experience* program offsite at Beachwood's Mayo Park at 1:00 p.m. on Thursday, September 25, 2025;
- K. Approving the Brick Branch to have a collection bin in the Branch from Tuesday, July 1, 2025, through Saturday, August 30, 2025, to collect animal supplies in partnership with the Jersey Shore Animal Center in Brick;

- L. Approving the Jackson Branch to attend the after-hours *Prom* event being held by the Jackson Township Commission for the Handicapped and Disabled on Saturday, July 12, 2025, from 4:30 p.m. to 9:30 p.m.;
- M. Approving the Jackson Branch to attend the after-hours *Halloween Party* event being held by the Jackson Township Commission for the Handicapped and Disabled on Sunday, October 26, 2025, from 12:30 p.m. to 4:30 p.m.;
- N. Approving the Jackson Branch to attend the after-hours *Jackson Holiday Party* event being held by the Jackson Township Commission for the Handicapped and Disabled on Sunday, December 7, 2025, from 12:30 p.m. to 4:30 p.m.
- O. Approving the closing of the Little Egg Harbor Branch from Tuesday, July 15, 2025, through Monday, July 21, 2025, for Chiller replacement;
- P. Approving the Little Egg Harbor Branch to host an offsite nature walk at Ocean County Freedom Fields Park in partnership with the Ocean County Parks Department on Friday, July 11, 2025;
- Q. Approving the Little Egg Harbor Branch to sponsor an ice cream truck for the end of Summer Reading Ice Cream Party on Thursday, August 7, 2025;
- R. Approving an update to the Friends of the Point Pleasant Borough Branch of the Ocean County Library By-Laws;
- S. Approving a letter of support for Ocean Inc.'s Head Start grant application to the Office of Head Start, Administration for Children and Families in Washington, D.C.;

### **Donations**

- T. Accepting a donation in the amount of \$1,000.00 from the Ocean County Library Foundation to be used for the 2025 Adults with Special Challenges Dance;
- U. Accepting a donation in the amount of \$800.00 from the Friends of the Jackson Library to be used to purchase a new book display for the Jackson Branch;
- V. Accepting a donation in the amount of \$200.00 from the Friends of the Point Beach Library to be used for a Youth Services Scavenger Hunt at the Point Pleasant Beach Branch.

Approval of Items "B" through "V":

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

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

Passed unanimously

14. Old Business – No Old Business

15. Public Comment – No Public Commented

16. Closed Session for legal matters related to attorney client privilege, and contractual matters.

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

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

Passed unanimously

Motion to return to Open Session:

Second: Mr. Mancini  
Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

- 1) Motion to approve extending the agreement with JBJ Soul Kitchen for an additional sixty (60) days to August 24, 2025 contingent upon receipt of a report by the Tuesday, July 15, 2025, Library Commission as to the progress on working with the Toms River Regional Schools Business Academy collaboration:

Second: Mr. Mancini  
Mr. Wolleon

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

Abstain: Mr. Mullins

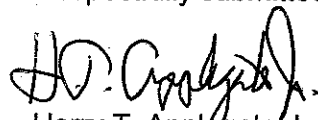
17. Move to adjourn: Mr. Mancini  
Second: Mrs. Hutler

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:17 p.m.

Respectfully submitted,



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