

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, July 15, 2025

Attendees:            Ocean County Library Commission  
Ruthanne Scaturro, Temporary Chair  
Susan L. Hutler  
Christopher J. Mullins (via phone)  
Bonnie R. Peterson, Esq.

Absent:                Timothy McDonald, Chair  
Paul F. Wolleon, Vice Chair  
Henry J. Mancini

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

Presiding:           Ruthanne Scaturro, Temporary Chair

Mrs. Scaturro 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. Presentation by Holman, Frenia, Allison, P.C.: 2024 Library Audit

Evan Jensen of Holman, Frenia, Allison, P.C. spoke about the 2024 Audit for the period ending on December 31, 2024. The review found no findings of significant deficiencies, material weaknesses, or instances of noncompliance.

Mr. Mullins stated that the Library Commission Finance Committee reviewed the audit and the Library is where it needs to be and has made improvements based on the auditor's recommendations.

Mrs. Scaturro stated that the audit review is one of the best that she has seen since serving on the Library Commission for over twelve (12) years and congratulated everyone on their work.

5. Approval of Minutes, Regular Meeting, June 17, 2025 (Copy on file, Library Administration Office)

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

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

Abstain: Mrs. Scaturro

Passed unanimously

6. Approval of Minutes, Closed Session, June 17, 2025 (Copy on file, Library Administration Office)

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

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

Abstain: Mrs. Scaturro

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Approval of Bill Certificate List # 7 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

11. Director's Report

Ms. Quinn reported on the following:

**Ocean County Library's Education Initiative:** The Education Initiative was started a few years ago as an ongoing partnership between Ocean County Library and schools. The goal is to have a library card in the hand of every student, and to better serve the curriculum needs of educators, students and their families.

Library staff visited schools in Ocean County to promote the Summer Reading Program at the Library and shared information about resources available at the Library for students and teachers including books, electronic databases, and resources that support continuing education, tutoring, language learning resources, maker spaces for STEM activities, sensory spaces, museum passes and so much more. Ms. Quinn thanked Branch Services for visiting every school. As an example, Toms River Youth Services reached over 1,000.00 students. Seventy (70) library card applications were processed from Citta Elementary School.

The Toms River Sunrise Rotary Charitable Foundation Sparks's Lab in Toms River Branch had over 550 visitors between May and June 2025.

## 12. Committee Reports – No Committees Reported

## 13. Communications

### A. JBJ Soul Kitchen Letter of July 8, 2025.

This will be discussed under Old Business

## 14. New Business

### **Resolutions**

- A. Authorizing the Library to accept the Manasquan Bank Charitable Foundation Grant in the amount of \$500.00 for programming for individuals with special challenges at the Lacey Branch;
- B. Authorizing the soliciting of public bids for Library Collection Services (debt collection);
- C. Authorizing the soliciting of request for proposals for Microfilming Service to microfilm the Ocean County Leader newspaper as part of the project for the REV 250 grant from the State of New Jersey;
- D. Amending the Transfer of Funds from the General Library Account to the Library Donation Account Resolution on June 17, 2025 due to a typographical error;
- E. Authorizing the increase of the bid threshold from \$44,000.00 to \$53,000.00 pursuant to N.J.S.A. 40A:11-3 and the quote threshold in accordance with N.J.S.A. 40A:11-6.1(a) effective immediately;

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

- F. Approving Award of Bid for Janitorial Services second year renewal option for the period of September 1, 2025, through August 31, 2026, as reviewed by the Ocean County Library's Purchasing Department:
    - Region I (B, PX, P, UP) – Best Cleaning Building Service, Inc., yearly cost = \$85,860.00
    - Region II (BGT, BD, BKY, IH, LA, WA) – Hudson Community Enterprises, yearly cost = \$78,837.00
    - Region III (LEH, LBI, STF, TU) – Hudson Community Enterprises, yearly cost = \$94,413.24
    - Region IV (JA, LAK, MA, PL, WH) – Hudson Community Enterprises, yearly cost = \$193,509.00
    - Region V (TR & Bishop Building) – Andrews & Company, LLC, yearly cost, \$136,200.00
- Contract # (C-24-08);

## Approvals

- G. Accepting the 2024 Library Audit from Holman, Frenia, Allison, P.C.;
- H. Approving the Berkeley Branch to have a collection bin in the Branch from Saturday, August 16, 2025, through Tuesday, September 16, 2025, to collect shelf-stable food items, paper goods and miscellaneous cleaning products for the *Hold On I'm Coming* (HOIC) local disaster relief organization;
- I. Approving the Jackson Friends of the Library to donate \$500.00 for Children's Programming, \$500.00 for yarn for volunteers in the Community Crafters program and \$5,000.00 to replace meeting room folding tables;
- J. Approving the Friends of the Point Pleasant Borough Branch to sell donation cards on Wednesday, July 16, 2025, for a donation of \$1.00 for each card;
- K. Approving the Friends of the Point Pleasant Borough Branch to host a Bunko Game Day event in the Branch on Saturday, December 13, 2025, and charge \$20.00 ticket donations to participate;
- L. Approving the Stafford Branch to host an ice cream truck for the Branch's 100<sup>th</sup> Anniversary Celebration on Saturday, September 20, 2025.

## Donations

Approval of Items "A" through "L":

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

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

Passed unanimously

## 15. Old Business

- A. JBJ Soul Kitchen Letter of July 8, 2025.

Mr. McDonald and Ms. Quinn met with JBJ Soul Kitchen and Toms River Regional School District Superintendent Michael Citta and other Toms River Regional School staff where it was agreed to collaborate on the development of a student-focused program. The initiative would provide Toms River Business Academy students opportunities to earn community service hours, receive hands-on job training, and gain mentorship in business operations through volunteer roles/internships at the JBJ Soul Kitchen Pop-Up location.

To formalize this collaboration, a Memorandum of Agreement (MOA) will be drafted to define the program's scope and establish clear roles and responsibilities. Once completed a copy of the MOA will be given to the Ocean County Library Commission.

Today, Rob Wood, Assistant General Manager, JBJ Soul Kitchen met with Mr. Peck and students from Toms River High School South that are interested in the program.

16. Public Comment

Jennifer Bacchione, County Commissioner, Ocean County Board of Commissioners and Library Liaison commented that she attended a meeting in Lakewood this morning and they love the Sparks's Lab and are coming as much as possible on Sundays and rainy days.

17. 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. Mullins, Mrs. Peterson, Mrs. Scaturro

Passed unanimously

Motion to return to Open Session:

Second: Mrs. Peterson  
Mrs. Hutler

Roll Call: All members answered Aye

Passed unanimously

18. Move to adjourn: Mrs. Peterson  
Second: Mrs. Hutler

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:31 p.m.

Respectfully submitted



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