

Monmouth County Library Commission Minutes
September 14, 2018
Eastern Branch Library

Present: Chairperson Renee Swartz, Commissioners Don Burden, Grace Abramov, Frank Wells, James Gray, Peter Doyle and Nancy Grbelja. Also present: Freeholder Lillian Burry, Director Judi Tolchin.

Absent: Assistant Director Heidi Amici.

Guests: Publicity Consultant Muriel Smith, Safety Coordinator Kathy West, Purchasing Director Helen Fiore, Sculptor Franco Minervini, Glenn Goble of Library Interiors, Frank Gomes of Direct Flooring.

The meeting convened at 11:12am.

Chairperson Renee Swartz opened the meeting of September 14, 2018 with the following statement:

“The Library Commission has complied with the regular requirements of the Open Public Meetings Act by giving written notice to the Press and County Clerk’s Office and by posting on the Library web page the date, time, and place of the meeting.” Everyone stood for the Pledge of Allegiance.

Minutes

A Motion to approve the open public meeting minutes of August 8, 2018, was made by Don Burden and seconded by Grace Abramov. Unanimously approved.

Eastern Branch 50th Anniversary Sculpture

Renee invited Franco Minervini to share the maquette for the sculpture at Eastern Branch. She shared that an art subcommittee, consisting of Renee, Don, Nancy, and Frank (alternate) had been meeting. Franco shared his sculpture, stating that it would be 7’ x 7’ x 8’ and made of white limestone, and that the county would need to have it installed on a pedestal. Lillian suggested lighting and an inscription stating “Endless possibilities through reading”. Franco shared that his ballpark estimate would be \$45,000, and that he required acceptance from the Commission before he could price the stone and submit a definite amount. Renee stated that the Art Committee accepted the sculpture and that it would now be put before the Commission to accept. Don stated that there would need to be drainage built into the sculpture so that water did not accumulate in the book. Franco stated that his carving would account for drainage. Don also stated that it should be positioned properly in the sun to avoid stains. Nancy suggested tilting the book for drainage and Don stated it would be tilted. Grace suggested making the base tilted and Renee agreed. Don stated that installing a low hedge around the base would deter children from climbing it. Renee asked for a target date. Franco stated it would likely be ready in either June or July. Frank suggested aiming for the 4th of July. Judi asked if there were any details that Helen Fiore required for the purchasing. Helen stated that the purchase would be listed as an Extraordinary Unspecified Service (EUS) and would be given the go-ahead when the price was finalized.

A Motion to approve the sculpture with an estimated cost of \$45,000 was made by Don Burden and seconded by Grace Abramov. Unanimously approved.

State and National Report

Renee stated that Don Burden would be retiring as Shrewsbury Mayor and invited the Commission to the celebration on October 13th from 4pm-7pm. Lillian congratulated Don on his retirement and suggested the commission attend his celebration.

Renee shared that the Monmouth County Library had been nominated for the National Medal Award as one of the five best libraries in the United States from the Institute of Museum and Library Services. She suggested sharing notice of this honor with the public as the decision would be made before the end of the year. She stated that a poster should be placed in each library. Muriel stated that she had contacted Chris Smith's office for a quote, since he had nominated the library for the award. She suggested a news story stating that the library had been nominated. Judi stated that information had to be provided to the award committee, and that the award would be based on certain aspects of library programming, outreach, etc. She stated that the award would come forth in spring of 2019. Grace suggested adding a notice of the nomination to the website. Peter suggested that the Commission should send letters to the mayors of participating towns, sharing the news. Judi stated that there was a draft of a letter inviting mayors to participate in the Eastern Branch 50th in the packets to be approved. Lillian stated that she could release a resolution and announcement from the Freeholders stating their support of the library.

Renee shared that the New Jersey Center for the Book would be having the United States Poet Laureate attend a poetry event in 2019 and that she was planning to involve the Monmouth County Library.

Library Liaison Report

Lillian introduced Purchasing Director, Helen Fiore and Safety Coordinator, Kathy West. Lillian stated that on October 5th, she would be part of a filmed event at Brookdale Community College and that she would like to speak about the library, the renovation, the Eastern Branch 50th Anniversary Celebration, and the award nomination.

Lillian shared that representatives Houghtaling and Downey would be hosting mobile office hours several times per month to assist with questions and concerns and connect with services and programs. She stated that it would be held at the Shrewsbury and Colts Neck libraries. She stated that this event was too political and should have been refused, and suggested speaking to an attorney. Renee asked who had approved the meeting. Judi stated that the meeting fell under meeting room use and was allowable within the policy. She stated that the meeting room policy would be presented later in the meeting and could be voted on today, but that constituent services were provided by all parties and that meeting room use could not be denied. James asked if County Counsel had looked at the policy. Renee stated that County Counsel had suggested that the County should have to approve the meeting room use for every event. She stated that she disagreed, and that the library should maintain its autonomy. Judi stated that not all library buildings were county owned facilities and that the Commission should vote on the new policy in order to enact it for all branches. Lillian stated that she objected to the title, and suggested that

calling the event a mobile office implied that the library housed a permanent office space for the representatives. Renee stated that it must be stated in the publicity that the library was not sponsoring the program. She stated that calling it a mobile office abused the rule by implying that the library was providing sponsorship. Judi stated that the County Clerk has used the term mobile office and visited library branches. Lillian stated that this was a different circumstance because county officials could utilize county buildings. Renee agreed stating that county officials such as the County Surrogate could utilize the buildings. Judi stated that the County Clerk and Surrogate met out of the Wall Township Library which was not a county building. Renee asked if this was the same group that presented the Kid Congress event. Lillian stated that it was. Don warned that the Commission denying meeting room use could lead to involvement with the press. Grace stated that the mobile office should only take place in county owned buildings, and that Colts Neck Library should not host. Renee stated that, when publicity was approved, the library should have denied the use of the term “mobile office” as it implied a permanence. Grace stated that the term mobile implied the opposite as the office moved to different locations. Renee stated that all publicity had to be approved and that the person who approved would have to make sure that the verbiage on the publicity did not imply library sponsorship. Judi stated that once the Commission approved the meeting room policy, then there could be one consistent policy for all branches to adhere to and make decisions based upon. Renee asked who approved the publicity for the event. Judi stated that the township of Colts Neck approved their event as the Commission did not have jurisdiction over their meeting room. Lillian asked if approval went through the librarian. Judi stated that other than Colts Neck, it did. Renee stated that the librarian may not be qualified to approve publicity. Judi asked if the Commission wanted to appoint a staff member to go through all of the 6,000 meeting room uses per year. She stated that the Branch Managers needed a policy because no two branches had the same policy in place for approval, cost, etc., and that they required a consistent policy to adhere to. Renee stated that the policy would be approved as soon as possible.

Eastern Branch 50th Anniversary Celebration

Renee stated that she had met with Muriel about what to include in the announcements for the September 30th kickoff event for Eastern Branch’s 50th Anniversary celebration month. Kim stated that the event would be Sunday, September 30th, from 1pm-4pm, and that everyone would be invited to a month of events and a late event on October 28th. Renee stated that she wanted there to be a festival like atmosphere that welcomed entire families to the library as a community center, and suggested saving any formal welcome speeches for the special event at the end of October. Renee stated that she wanted the event to include hot dog carts. Judi stated that there were no vendors available via county purchasing to provide hot dogs. She stated that the library had decided to stick to after lunch refreshments of cake and ice cream. Renee stated that the event should begin before the library opened and repeat programs. Judi stated that people would likely not come before the library’s usual opening time. James stated that there must be a tent. Renee stated there would not be a tent. Grace stated that if the weather was inclement the event could be moved inside. Lillian stated that there would likely be a problem of people bringing food into the library. Helen stated that signs could be put up stating that no food was allowed in the library. She stated that the Monmouth County Park System had a similar event called Thompson Park Day. Kim asked if the Park System paid for food trucks. Helen stated that entry into the event was free but any food purchased from food trucks was purchased by fair goers, and

mentioned that each vendor would require certain insurance. Renee suggested asking for food donations in exchange for being listed on a program.

Kim stated that the event would include an electric train which would provide rides to children, an exotic animal show from the Eyes of the Wild group, a man with stilts, an exhibition by the M.A.S.T. Drill Team, donations of cakes from Nothing Bundt Cakes and an ice cream truck, two teen technology exhibits including foldscopes, computer construction, and a touch-a-truck. Don stated he could get a fire truck for the touch-a-truck exhibit. Kim also stated that she was currently in negotiations with antique Motor Club of Monmouth County for exhibits of classic cars, and that she was speaking with Buildings & Grounds in order to cordon off areas for parking, photo ops, and more. She stated that it would hopefully all take place outside, weather permitting, but could conceivably be moved inside if necessary. Renee stated that she could bring a 1940's corvette for the antique car show.

Renee asked that the "I Love My Library" box be featured during the event. She also asked that there be souvenirs available for the public. Judi stated that there would be souvenirs at the kickoff event and a larger drawing during the event at the end of October. Kim stated that there would be bookmarks going out sharing information on the events. Renee asked what would be on display. Kim stated that there would be popular books, movies, fashion of the era, along with framed articles and photos of the history of the library in the display boxes and art display room. Kim shared the banner that would fly outside of the library. Judi shared that the branches would all have posters promoting the Eastern Branch 50th anniversary.

Frank stated that there had been a vote about naming a room in Eastern Branch after Renee and stated that it should be shared as a part of the 50th anniversary celebration on October 28th. Peter suggested the children's room. Nancy agreed. Don stated that there would be more visibility in the Meeting room. Frank said that Renee wanted the main reading room.

A Motion to dedicate the Children's Reading Room to Renee B. Swartz was made by Frank Wells and seconded by Grace Abramov. Unanimously approved.

Headquarters Renovation Update

Judi stated that the renovation had involved multiple health and safety issues with employees. She stated that Kathy West had assisted the library in working through the issues. She stated that while the materials were not hazardous, they were irritants and that any employees with health issues had been moved to other branches and/ or had medical issues addressed through workers compensation. She stated that there would be a change in the plan blocking the entire adult reading room, which entailed a larger area than previously planned to be blocked off for four days, giving the carpet installers the chance to install most carpeting in the center, reducing the amount of irritants for employees and patrons in the interest of safety. She stated that public computers and tables had been moved to the Children's Room, and that most of the adult collection would briefly be unavailable. She stated that extension could still be accessed and that popular materials had been moved nearer to the children's room. She stated that Chris Marion had requested a more detailed dated schedule and Stewart had responded with one.

Glenn shared the revised timeline which had been narrowed down to the week and he stated it could be narrowed down even further as dates became closer. He stated that the staff had been helpful with last-minute moves and changes. He stated that once the major carpeting was done, then the library would be easily accessible. He stated that the only shelving that would be moved after next week would be the red DVD room shelving.

Judi shared the electrical engineering meeting would take place on September 18th, and that it would be crucial to make sure that the plan was meeting all of the needs. Judi stated that Heidi had shared concerns about the lobby and the fact that, if furniture was installed without electric running to it, patrons would attempt to plug in devices and not have electricity. Glenn said that power furnishings could be installed after electrical work was done. Judi stated that county engineering had looked over the plans when the team met, and had suggested a more top-down plan, wherein rather than installing more carpeting before the ceiling was worked on, the next phase should handle ceiling and lighting work before more furniture and carpeting was installed. Kathy stated that ceiling tiles had been there for a long time, and that work on them could release contaminants into the air, raising questions about how the carpeting and furniture would be cordoned off, cleaned, etc.

Renee stated that staff was complaining about air quality issues. She stated that there should be signs stating that the contaminants would be used and that the employees could take vacation time. Judi stated that the employees would not have to use their vacation time, and that they would be offered the option of moving to other branches. Kathy stated that there were OSHA standard- indoor air quality notifications at the doors and that more would be put up again when painting was commenced.

Frank Gomes stated that there were inconveniences with flooring installation, and that he had brought in air scrubbers and put up plastic to alleviate the issues. He stated that the books were dusty and lots of irritants were being released into the air. He stated that books would be inaccessible for a short time while the major carpeting work was done behind plastic barriers. Renee suggested a sign sharing the information with patrons. Judi stated that it was on a TV screen, the website, the Facebook page, etc. Judi stated that Stewart's plan had included putting carpeting under stacks to give more space for future public use rather than collection storage. Frank stated that everything would be done except the lobby and circulation area before the end of the project, and that those areas would be done on a time when the library was closed.

Closed Executive Session- Personnel, Contracts

A Motion to adjourn to Executive Session was made by James Gray and seconded by Nancy Grbelja. Unanimously Approved.

The commission adjourned to Executive Session at 1:03.

The commission resumed Regular Session at 1:30.

A Motion to resume Regular Session was made by James Gray and seconded by Nancy Grbelja. Unanimously Approved.

Headquarters Restroom Renovation Update

Judi stated that while the county was taking care of the Headquarters bathroom renovation, the Commission requested oversight and approval. She stated that the contracted architect had proposed eliminating one stall in the women's room, but that the idea had been rejected as the bathroom was already busy and often had a line. She stated that the architect had returned with a design using the same floor plan, with fixtures being replaced and updated. Nancy said that the area was limited by space. Judi stated that there could be a possibility of combining the men's and women's restrooms into one large family restroom, and that otherwise the smaller sized restrooms would need to remain. The Commission was not in favor of a combined restroom. Judi stated that the footprints of the restrooms would be an exact replacement but that they would be redesigned with ADA compliance in mind and new, more state-of-the-art fixtures.

Financial Report

August 2018 Financials: Detail Budget, Check Writing, Reserve Budget, and Grant Budgets

Judi submitted the August 2018 Financial Report to the Commission including the Detail Budget, Grant Budgets, Check Writing, and Reserve Budget wherein the Budget charged year to date was \$8,120,165.10 with \$9,555,506.03 including encumbrances and the remaining reserve unexpended was \$2,257,932.31 providing no other charges.

A Motion to accept and approve the August 2018 Financial Report including the Detail Budget, Grant Budgets, Check Writing, and Reserve Budget was made by James Gray and seconded by Frank Wells. Unanimously approved.

Capital Account

Judi submitted the capital account year-to-date \$850,834.89 of the \$977,000 in the original bond that was given, and the remaining Phase One funding was is \$126,165.11. She stated that this amount would include painting and core drilling but no purchase orders were made against it at this time. James asked if it would be sufficient for those costs. Judi stated that it would be necessary to go into Phase Two funds for those purchases and for the ceiling.

A Motion to accept and approve the Capital Account, Fringe Benefit Reimbursement for Quarters One and Two in the amount of \$1,509,888.11, Envisionware Voucher Installation of Self-service machines at five branches totaling \$11,663.80, AWE Voucher for six early literacy machines totaling \$16,279.00, and the SHI Voucher for Deep Freeze software for six years totaling \$40,452.75 was made by Frank Wells and seconded by James Gray. Unanimously approved.

A Motion to change the purchasing procedure to allow Judi to sign for already approved purchases totaling under \$100,000 was made by James Gray and seconded by Frank Wells. Unanimously approved.

Director's Report

Sea Girt

A Motion to take a proactive stance on the Sea Girt library including making and sharing flyers was made by James Gray and seconded by Nancy Grbelja. Unanimously approved.

Excess Furnishings

Judi stated that the Commission needed to decide on the disposition of excess furnishings. She stated that the furnishings would be needed until the new furniture installations, but that she was in favor of offering them to branches and members as a first step. After that, she suggested an attempt to recycle furnishings and attempt to receive compensation by selling them through the county auction. Renee asked if the money would go to the county or the library. James stated that it would go to the county. Judi said an offer to members and branches first provided no problem through county permission. Renee asked if the library could sell the excess furnishings directly to public. Nancy stated that it would have to go through the county. Renee asked if the library should request recompense from members. Judi stated that the members already pay an ample amount to be a part of the system and that it would not be in good form to request recompense. Judi stated that she would check with the county to make sure that they would be allowed to give furnishings to members and branches. Grace suggested asking libraries to tag what they were interested in. Judi stated that process had already begun.

Reciprocal Borrowing, Mercer County- Borough of Roosevelt

Judi stated that a resident of the Borough of Roosevelt had requested that the library consider providing reciprocal borrowing privileges with Mercer County Library, as the Mercer County Libraries were closer to his home even though he lived in Monmouth County. She stated that this agreement was successful with Ocean County, and that the town would reach a decision before approaching either library system.

Technology Update

Judi shared that Envisionware Mobile Printing had been installed in many branches. She stated that paid borrowers are now blocked from accessing Overdrive with Open Athens. However, she shared that paid borrowers were not permitted use of Overdrive by our contractual obligation, and that the responsibility for providing services was to residents in member municipalities.

Paid Borrowers/Veterans

Judi shared that she had received a request from Christine Hanlon to provide a veteran's discount for a paid borrower's card. Nancy stated that this discussion would be tabled until another meeting.

LEAP- Library Equal Access Program

Judi shared that the New Jersey State Library had requested that the Monmouth County Library join the LEAP program to partner with Advancing Opportunities and the New Jersey State Library, which was sponsored by the New Jersey Commission for the Blind & Visually Impaired, to have equipment including iPads in the Headquarters library so they can provide training to special needs patrons. Judi stated that the state library would provide the equipment and that the library could keep it if the program was unsuccessful. Renee stated that it should be approved and that it should be added into the application for the award that the library was nominated for. Judi shared that 861 Monmouth County residents were registered with the state that would warrant use of these services. Judi stated that it would require space to be found within the new plan but that the State Library would provide individuals to provide training.

Staffing Announcements

Judi shared that several key positions had been filled, including:

Laura Migliore, Assistant Children's Programming Coordinator will be Programming Coordinator at Headquarters

Robyn Miller, Marlboro Branch Manager will be Branch Manager at Headquarters

Rachael Yost-Scalise, Ocean Township Branch Manager will be Branch Services Coordinator at Headquarters

Inter-Library Loans

Judi shared that, Library Link NJ was having a funding issue that could impact Inter-Library Loans statewide. She stated that there would be nothing that the library could do other than support Library Link NJ, since they had provided funding for some of the library's programming, but they are looking toward having every library pay towards the transportation cost of the transportation system that supports inter-library loans, which is becoming extremely costly. Next month, she would be bringing forward a sound system proposal for Headquarters meeting rooms.

Meeting Room Policy

A Motion was made that the meeting room policy would come first on the agenda and the free card proposal for Veterans would come second at the next meeting was made by James Gray and seconded by Grace Abramov. Unanimously approved.

Publicity Report

Renee asked Muriel about what newspaper coverage she had planned for the 50th Anniversary Celebration. Muriel stated that she would need to be strategic about submitting stories because papers were becoming very picky about how many articles they would run. She stated that Western Monmouth County was currently covering the press release on the renovation and would continue to post updates. She stated that Eastern Monmouth County was covering the 50th Anniversary Celebrations at Eastern Branch. Renee suggested sharing the entire month of Eastern Branch programs with the papers at once. Muriel stated that the events would be in the community calendars, and that Kim had done a great job providing publicity for the celebration. Renee suggested adding more tables for library programs at the September 30th event. Judi stated that there were currently as many tables as could be manned by the staff. Muriel stated that she would like to release a large story about the library's award nomination once she had heard back from Chris Smith with a comment.

Next Meeting

A Motion to schedule a closed executive session at the meeting on Tuesday, October 9, 2018 was made by Nancy Grbelja and seconded by James Gray. Unanimously Approved.

Adjournment

Next meeting Tuesday, October 9, 2018 at the Headquarters Library at 11:00am

The meeting ended at 2:05pm.

A Motion to adjourn the meeting was made by James Gray and seconded by Nancy Grbelja. Unanimously approved.

Submitted by Laura Cunningham