

Monmouth County Library Commission Minutes  
January 14, 2020  
Eastern Branch Library

**Present:** Commissioners Brian Boms, Nancy Grbelja, Barbara McMorrow, Mary Ann Musich, and Frank Wells; also present Freeholder Lillian Burry, Director Judi Tolchin, and Assistant Director Heidi Amici

**Absent:**

**Guests:** Meghan Bennett, Special Counsel; Christopher Marion, Deputy County Administrator; Muriel Smith, Publicity Consultant; Beth Stamp, Friends of the Library President; Renee Swartz, Commissioner Emeritus

**The meeting convened at 11:13 am.**

Vice-Chairperson Frank Wells opened the meeting of Tuesday, January 14, 2020 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.

Freeholder Lillian Burry stated during the Board of Chosen Freeholders reorganization meeting the two Monmouth County Library Commissioner vacancies were not yet appointed. Freeholder Burry profusely thanked Mrs. Renee Swartz for her many dedicated years of service to the library and the community. Mrs. Swartz stated she is proud to have been involved with the Commission and to work with Freeholder Burry. She thanked the Commission and stated it was lovely to work with them. Mrs. Swartz acknowledged the passion and dedication the Commission brings to the library mission. She is proud to have been part of this Commission. Mrs. Swartz extended a thank you to the Commission and the Friends of the Monmouth County Library for their kind words and condolences on the loss of her husband. She provided a copy of an article and photo from May 1964 of herself at the Asbury Park Railroad Station collecting petitions from the community to help establish a library. Mrs. Swartz stated she is proud to have been part of this great library and to have seen it evolve into one of finest libraries in New Jersey. She stated the Commission will continue to do great things and Freeholder Burry will continue to be an advocate for the library. A thank you was extended to Director Judi Tolchin, Assistant Director Heidi Amici, Deputy County Administrator Christopher Marion, and Publicity Consultant Muriel Smith for their wonderful work.

**Minutes**

Vice-Chairperson Frank Wells gave a few minutes for review of the meeting minutes from December 10, 2019. Opportunity was given for additions, corrections, and suggestions.

**A Motion to approve the open public meeting minutes of December 10, 2019 was made by Barbara McMorrow and seconded by Brian Boms. Unanimously Approved.**

A closed executive session was not held during the December 10, 2019 meeting.

### **Commission Reorganization**

Nominations for the offices of Chairperson, Vice-Chairperson, Treasurer, and Secretary were made.

**Mary Ann Musich motioned to nominate Frank Wells for the office of Chairperson. The nomination was seconded by Nancy Grbelja. Unanimously approved and Frank Wells accepted.**

**Mary Ann Musich motioned to nominate Nancy Grbelja for the office of Vice-Chairperson. The nomination was seconded by Barbara McMorrow. Unanimously approved and Nancy Grbelja accepted.**

**Mary Ann Musich volunteered to be nominated to the office of Secretary/Treasurer. The nomination was seconded by Brian Boms. Unanimously approved and Mary Ann Musich accepted.**

### **Library Liaison Report**

#### **Headquarters Renovation Project Status & New Jersey State Public Library Construction Bond Act Application Guidelines and Update**

Freeholder Lillian Burry stated the New Jersey State Public Library Construction Bond Act application has opened. She posed the question if the library should wait to see if their application is approved before moving forward on the Headquarters renovation project. Freeholder Burry stated it would behoove the library to wait. Deputy County Administrator Christopher Marion stated the notice for the Construction Bond referendum grants were released on January 6, 2020. Mr. Marion and Director Judi Tolchin met with County Engineering and County Finance to understand the parameters and constraints associated with the grant. At the last Board of Chosen Freeholders meeting, the Board accepted the plans and specifications for the adult library and lobby renovation and the ADA (Americans with Disabilities Act) bathroom improvements. That resolution was authorizing plans and specifications, not encumbering funds. Director Tolchin completed an extensive review of the grant requirements along with Craig Marshall, Director of County Finance. The grant provides a dollar-for-dollar matching of funds for eligible portions of the program. The intention is to apply for the total cost of the project; an approximate amount of \$1,600,000.00 for a total of \$3,200,000.00. Matching funds could be used to complete the children's library, meeting rooms, and any additional areas to complete a full Headquarters renovation. The window to submit grant applications is between March 9, 2020 and April 6, 2020. The application will require certifications from Settembrino Architects for engineering plans, drawings, concepts, and cost estimates. The County has the approved specifications for the adult library and lobby. Mr. Marion stated it behooves the Commission to take advantage of this opportunity. There are currently no additional capital funds for the children's library, meeting rooms, and staff areas. The library will not be eligible to receive a

fund match on any funds that have already been incurred. Mr. Marion will work with Settembrino Architects to provide a tentative timeline and provide updates as information is received. A question was raised if this may actually accelerate the renovation process in the long run. It was stated that it may as the grant could bring the funds needed to complete the children's library, meeting rooms, and staff areas. Director Tolchin stated since cost estimates are not known for the children's library and meeting rooms, there are options for funding other than capital appropriations from the County; meaning the library could possibly use a portion of the fund balance as matching funds if capital from the County is not available. Director Tolchin stated Craig Marshall, Director of County Finance has confirmed these funds qualify to be used as matching funds [subject to Commission and Freeholder approval]. It will benefit the patrons and the community to complete a full renovation. Director Tolchin encourages the Commission to consider all of the possible options. Donna Mansfield, retired Headquarters Branch Manager and Programming Coordinator agreed to return and work on the grant application. A webinar will be held on January 22, 2020 on the NJ Public Library Construction Bond Act grant process. Director Tolchin is confident the library can submit a strong grant application. A question was asked if the architect would need to be involved. Mr. Marion stated yes, and Settembrino Architects have been sent a copy of the grant application. A meeting will be held between Mr. Marion, Director Tolchin, Assistant Director Amici, County Engineering, and County Finance to define the scope of what the architect will be asked to put together section by section. A question was asked if the architectural contract will need to be amended. Mr. Marion stated yes, the contract will need to be amended to reflect the additional cost associated with the grant application. The Commission will be kept apprised as things move forward.

Director Tolchin informed the Commission they may have to sign off on any other branch grant application and possibly member grant applications. There are a number of other libraries in the Monmouth County System that may seek to apply for grant funds. Director Tolchin stated she will develop criteria for reviewing the grant application(s). She will also be submitting clarifying questions to the State Library on the application process and all questions are due by February 10<sup>th</sup>. The grant will be disbursed in two rounds. There is a publicity component to the grant for any library that is a recipient. There is a maximum of \$350 per square foot for rehabilitation funds. The grant application and requirements will be reviewed again to ensure all aspects are met and the best application is submitted.

#### Review of Bylaws and NJ State Library Law for County Libraries

Review copies of the Commission By-laws and New Jersey State Library Law were provided to members of the Commission.

#### Headquarters Renovation Update - Disposition of Materials

Director Judi Tolchin stated Settembrino Architects has recommended the library dispose of anything that cannot be reallocated to other branches. This would be the most cost effective solution as it is estimated to be more costly to move or store items. The library can offer items to other branches and members, subject to any County restrictions. A question was asked as to what exactly is being disposed. Director Tolchin stated tables, chairs, carrels, displays, and other furniture not being utilized after the renovation. Items will be offered to other branches, but each Township will be responsible for moving their desired items to their library. There may also be the potential to offer items not desired by the branch or member libraries to the wider library

community. A resolution would be needed from the Board of Chosen Freeholders to move materials outside of the Monmouth County Library system. Every effort will be made to provide items to the libraries. Timing may be an issue, as items will need to be moved prior to the new furniture being installed during the proposed phasing plan.

**A Motion to distribute furniture not being reallocated during the Monmouth County Library Headquarters renovation to other libraries within the Monmouth County Library system was made by Barbara McMorrow and seconded by Nancy Grbelja. Unanimously approved.**

Director Tolchin confirmed that the Commission was in agreement that the library will wait until after the grant application submission before moving forward with further Headquarters improvements. Deputy County Administrator Christopher Marion stated the plans and specifications for the bathroom renovation and the adult reading room and lobby renovation are complete. The funds for the project have not been encumbered and can be submitted as part of the grant application.

**A Motion to continue and expand architectural service with a temporary hold in issuing purchase orders and establish criteria for prioritizing projects for grant submission was made by Brian Boms and seconded by Barbara McMorrow. Unanimously approved.**

Director Tolchin asked if any member of the Commission would like to be part of the process of determining the criteria or if they would like her to develop the criteria and submit it for Commission approval. The Commission was in agreement that Director Tolchin will determine the criteria and submit her recommendations for Commission approval.

Director Tolchin and Assistant Director Amici made mention there are several areas within the Eastern Branch needing improvements and repair that could and should be addressed. This could potentially be a grant funded project. Capital funds are not currently allocated for a project such as this. A suggestion was made to table discussions until the second round of the New Jersey State Public Library Construction Bond grant applications. A question was asked regarding the window leaks and if those had been addressed. The answer was they have not been fully addressed but efforts have been made to resolve the problem.

### **Chairperson Report**

No report was given during the meeting.

### **Financial Report**

#### **December Financials - Detail Budget, Check Writing, Reserve Budget, and Capital Budget**

Director Judi Tolchin submitted the December 2019 Financial Report to the Commission, including the Detail Budget, Check Writing, Reserve Budget, Capital Budget, and Grant Budget wherein the 2019 detail budget account charged year to date is \$15,512,921.27 posted to the approved budget of \$16,985,000.00. The budget is 91% spent as of December 31, 2019. This total includes encumbered amounts. \$1,472,078.73 remains unencumbered with fourth quarter fringe benefits still to be billed from the County of Monmouth. It is anticipated that the budget for 2019 will be largely spent, though there will be approximately \$730,000 available in the

reserve budget to cover remaining 2019 expenses. The 2019 reserve budget includes \$1,088,280.59 unexpended and unencumbered remaining for 2018. These funds from 2018 have been transferred to the fund balance. The remaining capital account for the renovation is \$60,486.02 unencumbered from the first capital appropriation of \$977,000 and \$1,485,770.84 unencumbered from the second capital appropriation of \$1,497,000.00 for a total of \$1,546,256.86 remaining unencumbered as of December 31, 2019. These funds are reserved for the completion of the Adult Library and the lobby including lobby furniture. The library starts 2020 with a Fund Balance totaling \$5,375,576.06 as reported by Monmouth County Finance. The Capital Account for the Eastern Branch ADA (Americans with Disabilities Act) ramp was included in the summary for informative purposes only, as the project is not managed by the library. The reports are submitted into the meeting record for Commission approval.

A question was asked about the status of the Eastern Branch sculpture assembly. Director Tolchin stated an assembly estimate was issued in the amount of \$10,600.00. Deputy County Administer Christopher Marion stated he believes the contact has been awarded to Harry H Gordon Studios, LLC for the estimated amount. Monmouth County Purchasing is in the process of obtaining potential dates for installation.

**A Motion to approve the December 2019 Financial Report including the Detail Budget, Check Writing, Reserve Budget, and Capital Budget was made by Nancy Grbelja and seconded by Barbara McMorrow. Unanimously approved.**

#### Notification of Temporary Budget

A temporary budget in the amount of \$4,458,562.00 has been assigned to the library. This will be in place until a budget is passed.

#### Voucher Approval - SIRSI

A voucher in the amount of \$150,562.00 for SirsiDynix was submitted for approval. The five year SirsiDynix contract was already previously approved by the Commission. This amount is for the annual contract for the Library's shared catalog that is now in its third year with two years remaining.

**A Motion to accept and approve the voucher in the amount of \$150,562.00 for SirsiDynix was made by Barbara McMorrow and seconded by Brain Boms. Unanimously approved.**

#### Rate of Pay for Young Workers

Director Judi Tolchin stated libraries are exempt from being required to pay minimum wage to young workers. Young workers are defined as those who are under the age of eighteen. The library has approximately thirteen employees who reside in this category, all whom are fulfilling the position of Monitor. A question was posed as to the total amount if the hourly rate was increased. Director Tolchin stated the approximate cost is \$10,000.00 in the first year, including salary and benefits. Fringe benefit costs are incurred for all employees, including employees that are not benefit eligible. A question was asked what the total indirect cost is for those who do not receive benefits. Director Tolchin stated it is a fringe benefit cost and she will do her best to provide an approximate amount. A question was asked if this has always been the process.

Director Tolchin stated the library has always paid a fringe benefit cost, but the library did not always pay indirect costs.

**A Motion to increase the rate of pay for young workers to \$11 per hour, the New Jersey minimum wage, was made by Nancy Grbelja and seconded by Mary Ann Musich. Unanimously approved.**

### **Township Agreements**

Updated Township agreements have been requested by Holmdel and the agreements will be updated to reflect services provided. Special Counsel Meghan Bennett stated she has a copy of the current agreement and asked if any changes have been made before. Director Tolchin stated updates have been made when libraries have moved locations but terms have not been updated. Ms. Bennett suggests the agreements should be updated uniformly. She will work with Director Tolchin to establish a template and provide a revised agreement.

### **AED Policy**

Director Judi Tolchin stated she and Special Counsel Meghan Bennett have been working on the Automated External Defibrillator (AED) policy. The devices have been delivered and invoices in process. The policy is approximately 50% complete. Director Tolchin stated she will need until the next scheduled meeting in February to review the policy with Ms. Bennett. Installation of the devices can be scheduled after the February Monmouth County Library Commission meeting. A question was asked if any library staff have been trained in the use of the AED devices. Currently, no staff has received training as it is not required. The devices will be installed in public areas for public use and interested staff volunteers will be trained.

### **MacMillan eBook Embargo Update**

Director Judi Tolchin stated County Counsel, at the direction of the Monmouth County Library Commission, drafted a resolution regarding the MacMillan eBook Embargo. The petition has been posted to the library's website. A physical copy of the petition will not be circulated as only electronic submissions will be accepted by the American Library Association (ALA). We may be able to identify webpage hits to aid in quantifying the public's response to the petition. This is a national effort and other libraries in the country are circulating e-petitions. MacMillan is not the only publisher that has restricted library eBook purchasing, but Director Tolchin is hopeful that a legislative effort on a national level may help establish change.

### **Grow with Google Initiative and Grant Application**

Director Judi Tolchin stated grants are typically brought before the Board of Chosen Freeholders before an application is submitted. Director Tolchin is seeking approval from the Commission to submit an application for the \$1,000 Grow with Google Grant.

**A Motion to approve the application for the Grow with Google Grant, subject to approval by the Board of Chosen Freeholders was made by Barbara McMorrow and seconded by Mary Ann Musich. Unanimously approved.**

Director Tolchin stated she will submit notification to the Board of Chosen Freeholders so that it may be added to their next meeting agenda. She also stated approval to apply for the New Jersey

State Public Library Construction Bond Act Grant will also be submitted to the Board of Chosen Freeholders.

### **Director's Report**

Director Judi Tolchin wanted to make the Commission aware there are new training opportunities from the new Library Trustee Association. This training can help extend knowledge and count towards the annual seven hour Commissioner training requirement. If a Commissioner attends an available webinar, please inform Director Tolchin. She is happy to help in facilitating registration for any training session. Director Tolchin stated she will be working on a PowerPoint presentation to present to the Commission to explain the intricacies, technicalities, and interesting aspects of the library system, including funding, what designates a branch and a member, and various benefits. She will additionally enroll all of the Commissioners in the New Jersey Library Trustee Association.

The Monmouth County Library Colts Neck branch will be managed by a number of interim branch managers. The intention is to provide training to librarians who could potentially take on the role of Branch Manager in the future. Each will receive an eight week period of training to have an opportunity to work with the Friends of the Library, the Township, handle building issues, and work on programming. Stephanie Laurino will continue to run the book club at the Colts Neck Branch through June 2020. The library will continue to recruit qualified Librarians and Library Assistants to meet staffing needs.

Information was provided to the Commission on First Amendment Audits. Patrons use the library to exercise their right to free speech and library use. Filming of individuals has occurred without direct consent. The library is a limited public forum and a policy could be established regarding filming. A policy could be challenged by an Auditor. Currently filming is allowed, unless it becomes cumbersome or individually targeting. Special Counsel Meghan Bennett stated she needs to look into the legality regarding this. Deputy County Administrator Christopher Marion stated he may have some materials that could assist Ms. Bennett and Director Tolchin in their review.

The Library received a donation for the fourth year in a row from the Curtis W. McGraw Foundation in the amount of \$2,500. Director Tolchin wrote the foundation a letter of thanks. The funds are currently held in a grant fund.

Director Tolchin recently met with other County Library Directors to discuss the potential for reciprocal borrowing amongst various County systems. The Director group is currently developing terms and agreements to gauge the possibility of a system such as this. How to ensure eligibility is still under discussion. The library will have to determine which services are eligible for sharing and which are legally restricted.

The budget approval will be brought to the attention of the Commission at the scheduled February meeting. Changes have not been made at this time to the proposed draft budget.

The State Aid process began on January 13<sup>th</sup> and submission is due on March 15, 2020.

The Raffetto plaque will be brought for discussion closer to the sculpture installation.

A time and event date will need to be chosen for the Eastern Branch 50<sup>th</sup> Anniversary plaque. Director Tolchin stated she will work with Kim Avagliano, Eastern Branch Manager to develop an event proposal to submit to the Commission for approval.

#### **Assistant Director's Update**

Assistant Director Heidi Amici stated she would like to submit for approval to purchase a projector and speaker system for Eastern Branch; the same one that was recently installed at the Headquarters Library. Two sets of projectors and speakers need to be replaced at the Eastern Branch. Assistant Director Amici stated she would submit a copy of the proposal which has an approximate total cost of \$19,294.00.

**A Motion to approve the purchase of audiovisual equipment for the Monmouth County Library Eastern Branch in the amount of \$19,294.00 was made by Nancy Grbelja and seconded by Barbara McMorrow. Unanimously approved.**

Funds from the technology budget line will be used for this purchase.

#### **Publicity Consultant Report**

Publicity Consultant Muriel Smith stated she did not have a report at the time of the meeting, but she does have articles slated for publication soon.

Director Judi Tolchin provided the Commission with links to recent articles on the Monmouth County Library some of which were written by Muriel Smith.

#### **Closed Executive Session**

At 12:54pm the Commission stated a resolution to enter a closed executive session for discussion on personnel issues that will last approximately ten minutes. No action will be taken after the completion of the executive session.

**A Motion to adjourn to closed executive session to discuss a personnel issue as permitted by the Open Public Meetings Act was made by Brian Boms and seconded by Barbara McMorrow. Unanimously approved.**

The Commission resumed the public meeting session at 1:28 pm.

#### **Public Comments**

**A Motion to open the meeting to public comment was made by Brian Boms and seconded by Mary Ann Musich. Unanimously Approved.**

Let it be known for the record that the members of the public present did not wish to provide comment.

**A Motion to close the meeting to public comment was made by Brian Boms and seconded by Barbara McMorrow. Unanimously Approved.**

**Commissioner Comments**

The Commission would like to send a basket and a token of thanks to Mrs. Renee Swartz for her years of service and extend condolences on the loss of her husband. An additional suggestion was given to momentarily wait and have a citation or proclamation made and presented with an orchid, Mrs. Swartz's favorite flower. The Commission was in agreement.

**Scheduling of Closed Executive Session at Next Meeting**

**A Motion to schedule a Closed Executive Session at the next meeting on Tuesday, February 11, 2020 was made by Nancy Grbelja and seconded by Brian Boms. Unanimously approved.**

**Next Meeting**

The next meeting will be held on Tuesday, February 11, 2020 at the Monmouth County Library Headquarters at 11:00 am.

**Adjournment**

**A Motion to adjourn the meeting was made by Barbara McMorrow and seconded by Brian Boms. Unanimously approved.**

The meeting concluded at 1:32 pm.

Submitted by Kimberly Conover