

Monmouth County Library Commission Minutes
February 11, 2020
Headquarters Library

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

Absent: N/A

Guests: Meghan Bennett, Special Counsel; Christopher Marion, Deputy County Administrator; Muriel Smith, Publicity Consultant

The meeting convened at 11:02 am.

Everyone stood for the Pledge of Allegiance.

Vice-Chairperson Nancy Grbelja opened the meeting of Tuesday, February 11, 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.”

Minutes

Vice-Chairperson Nancy Grbelja gave a few minutes for review of the meeting minutes from January 14, 2020. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the open public meeting minutes of January 14, 2020 was made by Barbara McMorrow and seconded by Brian Boms. Unanimously Approved.

A Motion to approve the closed executive session minutes of January 14, 2020 was made by Brian Boms and seconded by Barbara McMorrow. Unanimously Approved.

Library Liaison Report

Freeholder Lillian Burry presented a book titled *My Name is Musky!: A Ferret’s Story* by Matty Giuliano and illustrated by Morgan Spicer and hopes the library may be able to obtain copies.

Eastern Branch Sculpture – Project Status

Freeholder Burry has been maintaining contact with Franco Minervini, Artist for the Eastern Branch sculpture. She stated the sculpture is anticipated to be fully assembled and ready for dedication by May. Director Judi Tolchin stated May 16th was suggested for the dedication as it is National Armed Forces Day. Once a sculpture dedication event is established, the Commission would like to invite the Raffetto family to be present and participate in the event to recognize the bequest of Mr. Charles Raffetto. The sculpture is titled *Endless Possibilities through Reading*.

The platform for the sculpture has been installed and the sculpture will sit parallel to Route 35. Benches will be added and additional landscaping will be completed after the sculpture has been assembled. A purchase order has been issued in the amount of \$10,600 for sculpture assembly to be completed by Harry H. Gordon Studios, LLC. A thank you was extended to Director of Purchasing Helen Fiore and Deputy County Administrator Christopher Marion for their hard work and support.

It was recommended that the dedication event be held on Sunday, May 17th and not Saturday, May 16th as previously stated.

Headquarters Renovation Project Status and New Jersey State Public Library Construction Bond Act Application Update

Director Judi Tolchin stated a meeting was held with the Monmouth County Administrator's office regarding what projects can be included in the grant application. There is a short time-frame for application submission. Due to timing and the availability of matching funds, it was suggested to add on one additional major renovation project of the public meeting rooms. A question was asked exactly what is being completed. It was stated the whole adult library, the lobby, and now adding the public meeting rooms. Deputy County Administrator Christopher Marion stated due to the application time constraints and the general cost estimates for the children's library, it would not be possible to include the children's library in the grant application as initially intended. There is approximately \$1,700,000.00 intended for the renovation of the adult library and lobby. The lobby restroom renovation is a separate capital project. The intended funds will need to remain unencumbered to receive a possible dollar-for-dollar fund match through the grant application. Additionally, the public address system will be included as it is a necessary safety feature. An Americans with Disabilities Act (ADA) chair lift will also be added to the application. Renovating the public meeting rooms will allow for establishing a technology enabled meeting room. Approximately 44,000 individuals attend public meetings annually at the Monmouth County Library.

Director Tolchin is working on the State Aid Report due on March 15th. The Monmouth County Library system receives approximately \$72,000.00 annually through the submission of this report.

Director Tolchin stated \$1,500,000.00 is the approximate fund match she has calculated. The library may be able to include new mechanical meeting room doors in the lower gallery area. A request will be sent for the vendor to be dispatched to service the current doors. The children's room, children's meeting rooms, children's restrooms, staff areas [including Extension,] and lower gallery restrooms will not be included at this time.

A question was posed regarding the furniture that is being stored on site and what it encompasses. Furnishings on site are for the adult reading room, the teen room, circulation desk, and reference desk; the DVD room glass partitions are stored offsite with the vendor. The library is waiting until the completion of the electrical installations before installing the new furnishings. Furnishings for the lobby will be included in the second portion and are included in the cost estimates. A conversation was held with Settembrino Architects about meeting room furnishings such as chairs and tables. A question was asked regarding the estimated completion deadline.

Director Tolchin and Mr. Marion stated notice of grant award will not be given until approximately June or July 2020. The application deadline for the New Jersey State Public Library Construction Bond Act is between March 6th and April 6th. The library will need to coordinate with any Townships interested in applying, including Marlboro, Howell, Neptune City, and Tinton Falls. Director Tolchin has submitted questions to the New Jersey State Library site regarding who is considered the applicant for members and branches and additional technical questions regarding classifications used by the New Jersey State Library. Once answers are received, the Townships can be notified. If the process will include the library and the Commission, evaluation and prioritization criteria will need to be established. Director Tolchin submitted a rubric to the Commission to quantifiably assess applications. She asked the Commission if they would like to establish an evaluation committee or if they would prefer Library Administration to evaluate applications. There is an additional community assessment component to the grant application. For the Monmouth County Library Headquarters application Donna Mansfield, Grant Writer in conjunction with Monmouth County resources will likely be completing this portion of the application. Director Tolchin has submitted a question to the New Jersey State Library regarding if Mrs. Mansfield and the County resources meet the certifications of being a certified building consultant. If they do not meet the certification, an approximate cost of \$12,500 will need to be incurred for a community analysis.

Settembrino Architects have submitted their proposal for the additional scope of work in the amount of \$73,730.00 to be charged to the library's 2020 operating budget. For Architectural Services the total is \$108,235.56 with a labor cost of \$18,000 in direct expense for a total project cost of \$126,235.56.

A Motion to approve the Settembrino Architects proposal to provide plans, schematics, specs, and other grant related services in an additional amount not to exceed \$73,730.00 which will be charged to the library's 2020 operating budget was made by Barbara McMorrow and seconded by Mary Ann Musich. Unanimously approved.

Vice-Chairperson Nancy Grbelja asked if the Commission would like to establish an evaluation committee or have Library Administration evaluate applications based on the established rubric.

A Motion to approve Library Administration to prioritize projects for branch and member libraries based on the evaluation rubric was made by Brian Boms and seconded by Mary Ann Musich. Unanimously approved.

A Motion to approve the necessary grant resolution and authorize Frank Wells as Chairperson to sign the application resolution with the alternate signing authority designated to Nancy Grbelja as Vice-Chairperson was made by Barbara McMorrow and seconded by Brian Boms. Unanimously approved.

Director Tolchin stated the fund match is derived from the available funding of \$1,762,642.29. The estimated project cost is \$2,976,239.00. This would require an anticipated match of \$1,488,119.50 which is fifty percent of the project cost.

The disposition of materials was discussed at the previous meeting and is still being looked into. There is still time remaining as the furniture will still be needed at the Monmouth County Library Headquarters until the grant application decision has been given.

Director Tolchin stated she has submitted grant project questions to the New Jersey State Library and is awaiting answers. Once answers are received, the process of submitting the Monmouth County Library Headquarters application will be determined. It is anticipated that the application will be submitted on or before April 1st.

Chairperson Frank Wells arrived at the meeting

Financial Report

January Financials - Detail Budget, Check Writing, Reserve Budget, and Capital Budgets

Director Judi Tolchin submitted the January 2020 Financial Report to the Commission, including the Detail Budget, Check Writing, Reserve Budget, and Capital Budgets wherein the 2020 detail budget account charged year to date is \$1,203,186.47 posted to the temporary budget of \$4,458,562.00. This total includes encumbered amounts. The majority of funds were spent on salary and wages and technology equipment. The 2019 reserve budget includes \$1,354,738.07 remaining unencumbered. 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 \$1,546,526.86 remaining unencumbered as of January 31, 2020. These funds are reserved for the completion of the adult library and the lobby including lobby furniture. 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 Motion to approve the January 2020 Financial Report including the Detail Budget, Check Writing, Reserve Budget, and Capital Budgets was made by Mary Ann Musich and seconded by Barbara McMorrow. Unanimously approved.

Director Tolchin stated the budget will be brought forward to the Commission at the next scheduled meeting. A question was asked regarding what changes have been made and what the Commission should expect. Director Tolchin stated there is an approximate increase of four percent due to increased Monmouth County indirect charges and an increase in minimum wage. The Commission requested a breakdown of the budget information. Director Tolchin stated fringe benefit costs and indirect costs are separate items. She provided the Commission with the requested breakdown of the fringe benefit estimated costs separating the cost for full-time staff and part-time staff as the overall cost is an average of all staff. She further clarified that Craig Marshall said other factors are involved in this calculation. Director Tolchin has informed Craig Marshall, Director of County Finance that the Commission is interested in receiving further clarification regarding the budget and the fringe benefit cost. The proposed budget will be submitted to the Commission reflecting an increase in the minimum wage and union wage increases.

The Sea Bright Library has requested Director Tolchin and Assistant Director Amici attend a meeting being held on March 12th to present on the services provided by the Monmouth County Library System and a cost breakdown. Director Tolchin invited the Commissioners to attend.

Chairperson Remarks

Chairperson Frank Wells did not provide additional remarks during the course of the meeting.

AED Policy

Special Counsel Meghan Bennett submitted an Automated External Defibrillator (AED) Policy to the Commission for their review. She and Director Tolchin used portions of a policy provided by Team Life and made additional updates and corrections. Director Tolchin stated once the policy is in place the required notifications will be made to local Emergency Medical Services (EMS) and Police and Fire services. The installation of the devices can occur after these notifications have been made. The anticipated date of installation is March 1st. Staff will not be required to be trained in the use of the AED device. Director Tolchin stated she will provide a note to staff at the Headquarters and Eastern Branch locations to see if any staff members are interested in being voluntarily trained. The memo to staff will include the indemnification to employees from Ms. Bennett. Freeholder Burry suggested publicizing the installation of AED devices and the joining other County departments in offering these safety devices. A question was asked regarding routine maintenance of the devices. A two-year maintenance agreement and schedule has been established with Team Life for device service.

A Motion to approve the Automated External Defibrillator (AED) Policy and Protocol, effective February 11, 2020 was made by Barbara McMorrow and seconded by Mary Ann Musich. Unanimously approved.

Barbara Bateman, a member of the public stated as the result of an incident that occurred at a previous Commission meeting she attended, she became aware of her need for serious cardiac intervention. Ms. Bateman stated it is heartening to see the practical installation of AED devices and their potential life-saving capabilities.

Internet Use Policy – Library Patrons

Assistant Director Heidi Amici stated she is working on an updated Internet Use Policy as the library is getting new computers. There have been instances of patrons attempting to circumvent the current computers. Some suggested additions to the policy include:

- Parents/guardians are responsible for their children and their computer use.
- In the event of a power outage, the library and staff are not responsible for the loss of data and are unable to retrieve lost data.
- Patrons must not attempt to disable or circumvent the library reservation system.
- Hardware cannot be altered.

Assistant Director Amici will send a draft to County Counsel for review and provide a copy of the policy at the next scheduled Commission meeting.

The Inter-Library Loan (ILL) Policy is being updated. The ILL service provides patrons with hard to find or out of print items from around the country. The library is looking to better define the borrowing privileges through this service.

Commissioner Barbara McMorrow stated Assistant Director Amici is working on a program that will benefit the County municipalities. She suggested holding a brief meeting with the Mayors to present this program. Assistant Director Amici stated the program would establish a database and children's book access card for students. This program could potentially reduce education costs within the municipalities by allowing students to use the databases offered by the Monmouth County Library instead of paying to maintain their own individual database access. A pilot version of this program will begin in Allentown in September 2020. There are still logistical questions to be addressed before the pilot program begins.

Grow with Google Initiative – Grant Awards

Director Tolchin stated the Commission approved the Grow with Google application at a previous meeting. The library has been awarded two grants in the amount of \$1,000.00 each. The library is working to bring these programs forward.

Director's Report

Director Judi Tolchin provided the Commission with a comparison of the library's Overdrive statistics. Overdrive circulation is increasing every year, with a 19.9 % increase from 2019 to 2020. Director Tolchin thanked Assistant Director Amici as she manages and purchases materials for the e-collection. The library may look to allocate resources that are not used for the physical collection to the e-collection as it continues to grow in popularity. The provided statistics do not include e-magazine circulation and Kanopy streaming.

A thank you was extended to Commissioner Barbara McMorrow for attending a New Jersey State Library webinar through the Trustee Institute. An idea was presented to hold a "lunch and learn" segment during a Commission meeting to increase training. The Commission agreed this was a good idea.

The Allentown Library Association is updating the carpeting at the Monmouth County Library Allentown Branch.

An incident occurred near the Monmouth County Library Howell Branch involving a weapon and the police. This incident did not occur in the library, but it did occur outside near the library. Information was provided to the Commission.

Freeholder Burry stated she and Director Tolchin participated in a Monmouth in Focus segment moderated by Cynthia Scott on the library. The segment will air in the next month or two. Once it becomes available, the library will link the segment to their social media platforms.

The Township Agreements are still in progress. County Counsel is working with Director Tolchin to develop a unified agreement.

The County Clerk will be visiting the Holmdel Branch in April 2020 with the mobile county connection.

Information on the First Amendment audits was provided to the Commission. The library is not changing the policy or procedure regarding this. If filming becomes invasive, the appropriate steps within the library's code of conduct will be taken.

Freeholder Burry asked about Library Week and the Food for Fines program. Director Tolchin stated this usually occurs in the beginning of April. Freeholder Burry would like to make a proclamation for this.

A Motion to authorize the Food for Fines program to be held in April 2020 was made by Barbara McMorrow and seconded by Frank Wells. Unanimously approved.

Assistant Director's Update

Assistant Director Heidi Amici stated the Friends of Monmouth County Library are excited to hear Headquarters furniture not being reallocated during the course of the renovation will be offered to other branches. Freeholder Burry stated she would speak with Buildings and Grounds to see the possibility of them assisting in moving furniture to locations who may have difficulty moving furniture themselves.

The Gallup Poll reported more people stated they visit the library than they go to the movies. A suggestion was made to use this information for an article.

Publicity Consultant Report

Publicity Consultant Muriel Smith stated she is conducting research for a story on the Colts Neck library as the 20th Anniversary of the building is coming up this year.

She will be submitting an article to the Monmouth Journal magazine tomorrow to appear in the March issue.

Closed Executive Session

At 12:18pm the Commission stated a resolution to enter a closed executive session for discussion on personnel issues. No action will be taken after the completion of the executive session.

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

The Commission resumed the public meeting session at 12:47 pm.

Commissioner Comments

The Commission wants to ensure that at least three major programs will be held throughout 2020. They asked to be provided with information about programs currently scheduled.

Commissioner McMorrow stated she attended a wonderful event held by the Monmouth County Clerk for the 100th Anniversary of the Women's Suffrage Movement and the ratification of the 19th Amendment. She commended the presenters at this event and suggested a book titled *Women in Monmouth County History* be obtained by the library, if we do not already own copies.

Freeholder Burry stated there are two Monmouth County Library Commissioner vacancies. Based on the current by-laws, a quorum is designated as four Commissioners. Director Tolchin stated it is in the statute that appointments will need to be made by the Monmouth County Board of Chosen Freeholders. If appointments are not made, the by-laws would need to be amended and terms of service would need to be amended. The Commission could make a recommendation to the Board of Chosen Freeholders.

Scheduling of Closed Executive Session at Next Meeting

A Motion to schedule a Closed Executive Session at the next meeting on Tuesday, March 10, 2020 was made by Mary Ann Musich and seconded by Barbara McMorrow. Unanimously approved.

Next Meeting

The next meeting will be held on Tuesday, March 10, 2020 at the Monmouth County Library Eastern Branch at 11:00 am.

Programming Report

Laura Migliore, Public Relations Coordinator, presented to the Commission on upcoming programming. Women's History Month will be celebrated throughout March with programs held at Headquarters, the Eastern Branch, and the Howell Branch. Currently scheduled at Headquarters: a Cameo Club variety show will be held on March 8th, The Greatest Ever: Babe Didrikson Zaharia's Story performed by actress Linda Kenyon will be held on March 10th, the Cultural Cinema series will be playing *A League of Their Own* on March 12th, a Women in Music concert featuring Charlie's Band with Sandy Sasso will be held on March 13th, a book discussion will be held on March 19th on the title *The Friend*, an Art for Adults class celebrating the 100th Anniversary of women's right to vote will be held on March 25th, on March 25th a History on Monmouth talk titled *Alternate Molly Pitchers* will be held by Dr. David Martin, and on March 30th Dr. Dell O'Hare will be speaking on the 100th Anniversary of Women's Suffrage. On March 16th at the Howell branch a tween program will be held commemorating Rosa Parks and her vital role in American History while using LEGOS® to recreate her ride. At the Eastern Branch two talks are scheduled. One will be held on March 1st titled *Suffragists Speak: The Fierce and Flawed Battle for the Vote* and the other will be held on March 31st titled *Reclaiming Our Voice: New Jersey's Central Role in the Fight for Woman's Suffrage*.

A Valentine's Day concert will be held at Headquarters on Friday, February 14th at 2pm. This will also include a Blind Date with a Book program.

The Dances of the African Diaspora program presented by the Manalapan Arts Council was fantastic.

The Bob Burger and Friends celebrating the music of Fleetwood Mac concert had phenomenal attendance. Approximately 635 people were in attendance.

The Colts Neck Community Band concert was wonderful and is already booked to play again next year. Approximately 425 people were in attendance.

Public Comments

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

Let it be known for the record that the members of the public present provided comment prior to the motion of opening the meeting to public comment and were no longer present at the time of the formal motion.

A Motion to close the meeting to public comment was made by Barbara McMorrow and seconded by Mary Ann Musich. Unanimously Approved.

Adjournment

A Motion to adjourn the meeting was made by Mary Ann Musich and seconded by Frank Wells. Unanimously approved.

The meeting concluded at 12:59 pm.

Submitted by Kimberly Conover