



Monmouth County Library Commission Minutes
April 12, 2016
Headquarters Library

Present: Chairperson Renee Swartz; Commissioners Grace Abramov, Don Burden, Peter Doyle, Nancy Grbelja, and Frank Wells; Freeholder Lillian Burry, Liaison; Director Judith Tolchin; Assistant Director Heidi Amici

Absent: Commissioner James Gray

Guests: Andrea Bazer, Esq., Monmouth County Counsel; Christine DiGiampaolo, Deveraux; Beth Henderson, Branch Manager of Howell Library; Steven Kleinman, Esq., Monmouth County Counsel; Sean Murphy, Deveraux; Muriel Smith, Consultant.

The meeting convened at 12:18 p.m.

Chairperson Renee Swartz opened the meeting of April 12, 2016 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 in attendance stood for the Pledge of Allegiance.

Minutes:

Chairperson Renee Swartz brought to the Commission's attention the minutes from the open public meeting on March 15, 2016.

A motion to accept the March 15, 2016 open public meeting minutes was made by Frank Wells, and it was seconded by Peter Doyle; unanimously approved. Commissioners Grace Abramov and Nancy Grbelja abstained; they were not in attendance at the last meeting.

Chairperson Swartz brought to the Commission's attention the minutes from the closed executive session meeting on March 15, 2016.

A motion to accept the closed executive minutes from the March 15, 2016 meeting was made by Peter Doyle, and it was seconded by Frank Wells; unanimously approved. Commissioners Grace Abramov and Nancy Grbelja abstained; they were not in attendance at the last meeting.

Chairperson Swartz noted the need to schedule a closed executive session at the May Commission Meeting.

A motion to schedule a closed executive session at the May 2016 Commission Meeting was made by Nancy Grbelja, seconded by Frank Wells, and unanimously approved.

Upcoming Commission Meetings

Regarding the June Commission Meeting, Director Tolchin noted that she will be unable to attend the previously scheduled June 14, 2016 meeting; however, she would be able to attend via phone or Skype. Chairperson Swartz expressed the importance of Judi's attendance at the meeting, and she suggested the meeting be moved a week earlier, June 7, 2016. The meeting will be held at the Eastern Branch Library instead of the originally scheduled Headquarters Library.

Regarding the Commission Meeting's start time, Chairperson Swartz informed the Commission that Commissioner Abramov is now able to attend meetings earlier than noon. After deliberation, the Commission agreed that starting with the May Commission meeting, all future meetings will be moved from 12:00 p.m. to 11:00 a.m.

Chairperson Swartz's State and National Report

Mrs. Swartz commended the recent program at the Eastern Branch Library, The Ye Olde Monmouth County Authors Book Faire. She noted the program was very vibrant, and she applauded Commissioner Burden on his efforts. Muriel Smith, Publicity Consultant, echoed that the program went incredibly well; the attitude of the readers was outstanding, and the authors were thrilled at the platform the program provided. Commissioner Burden expressed the tremendous success of the program, and many of the authors shared their desire for this to be an annual event. Chairperson Swartz agreed this should be a recurring event, perhaps in the fall and spring at both Headquarters and Eastern Branch.

Mrs. Swartz discussed the upcoming surfing program at Eastern Branch. The program should take place prior to the Pony Show at Eastern Branch on June 24th, perhaps in earlier in June. She discussed the possibility of working with local merchants to draw a broader audience; this commercial element will give the program added interest.

Mr. Burden thanked Director Tolchin and Eastern Branch Manager Kim Avagliano for all of their work on the Ye Olde Monmouth County Authors Book Faire. Commissioner Burden also expressed his gratitude to the Shrewsbury Garden Club for the wonderful flower arrangement they provided.

Deveraux New Jersey

Director Tolchin welcomed guests Christine DiGiampaolo, Human Resources Director, and Sean Murphy, Manager of Learning and Organizational Development, from Deveraux New Jersey.

Mrs. DiGiampaolo shared with the Commission that Deveraux New Jersey is part of the Deveraux Foundation. The Deveraux Foundation assists vulnerable citizens with autism, down syndrome, and various behavioral issues across thirteen states. Mrs. DiGiampaolo stated that approximately four-hundred children and adults are being helped in New Jersey alone through the establishment of group homes and vocational day centers. Deveraux New Jersey employs close to eight-hundred individuals in New Jersey, and Mrs. DiGiampaolo thanked the Monmouth County Library Commission for their role in teaching their staff how to better serve the community. Mrs. DiGiampaolo explained that Deveraux New Jersey has been utilizing the Library space to train their staff, and as a non-profit organization, they would not be able to thrive without the use of this space.

Mr. Murphy stated that when the management training program began in 2008, by partnering with Joan Moss they were able to make the Monmouth County Library a centralized training hub that allows them to run their program across the state. Mr. Murphy articulated that 185 staff members have completed

this training program, and this would not have been possible without the space the Monmouth County Library provides. Mr. Murphy thanked the Commission for all that they do for the Library, and Joan Moss for her wonderful partnership.

Christine DiGiampaolo and Sean Murphy from Deveraux presented the Monmouth County Library Commission a piece of artwork from one of the special needs individuals in their program. The Commission expressed their appreciation and desire to learn more about their organization. Chairperson Swartz thanked Deveraux, and she was happy to hear of this nice partnership and how greatly it has benefited their organization and the community.

The Commission and Christine DiGiampaolo and Sean Murphy posed for a picture along with the artwork, and Christine DiGiampaolo and Sean Murphy exited the meeting at 12:50 p.m.

Director Judith Tolchin's Financial Report

Ms. Tolchin introduced the financial data into the open session. In summary, the March financial report reflects the following expenditures:

- \$440,570.38 was spent in salary and wages, with a year-to-date total of \$1,409,364.84.
- Other expenses- \$228,821.40 were expended in March with \$186,252.12 encumbered. This results in a total of \$444,013.62 charged year-to-date, which is reflected in the financial report.
- The combined year-to-date spending totals \$2,039,630.58 applied to the temporary budget including encumbered expenses.
- As of 3/31/16 \$1,000,032.18 remains in the Reserve Budget for 2015 expenses. Additionally, there are \$22,771.83 that are encumbered.

Ms. Tolchin requested that we do not continue the breakdown of the 246 agency line, as generally the spending is in the same proportions each month and the report takes time to upkeep.

Motion was made to approve the financial report by Nancy Grbelja, seconded by Frank Wells, and unanimously approved.

Annual Report 2014 & 2015

Chairperson Swartz stated that due to the amount of changes that took place in 2014, it was decided by the Board to combine this two year period into one Annual Report. She noted that moving forward this process should be streamlined. Director Tolchin stated that the Annual Report was done in-house, allowing the Library to save money and time. The floor was opened on any critiques on the Annual Report. Freeholder Burry and Chairperson Swartz expressed the Annual Report should be printed on glossy paper, and the Commissioners will follow-up if they have any further recommendations.

Assistant Director Heidi Amici's Report

Assistant Director Amici presented the Children's Department Launchpads, tablets for children ages 3-5 and 5-7. She confirmed these Launchpads are at all of the thirteen branches, and they have begun rolling out publicity. The Launchpads not only keep children enthralled in technology, but also are very educational. They can be used within the library by presenting a library card or valid identification. Mrs. Amici noted the YouTube video promoting the new technology done by Jackie Moss, Children's Librarian.

Assistant Director Amici gave an update on the upcoming iTiva telephone system. This acts as a robocaller which will alert patrons as soon as a book becomes available; currently calls are made by staff members and volunteers, and hopefully this technology will increase circulation. This technology will also allow patrons to renew their materials via phone 24/7. The goal is to have this project up-and-running by summer; we are still on track to meet this goal.

Ms. Amici addressed that the overdue notices will soon be sent via email, eliminating the cost and time to send via mail.

Ms. Amici spoke of the internet only cards; this will streamline internet use.

Ms. Amici discussed the new coin and bill acceptor at the Eastern Branch Library, and the new mobile printing which will be at the six largest branches.

Chairperson Swartz inquired on how this new technology can be publicized, and Ms. Amici confirmed that once the technology is available they will publicize them heavily as they benefit patrons directly. Mrs. Swartz stated these projects will enhance the patron's experience, and that is a tremendous thing. She expressed that Ms. Amici should sit down with Ms. Smith to discuss publicity, as all of these advancements build upon each other.

Andrea Bazer, Esq. entered the Commission meeting at 1:16 p.m.; Steven Kleinman, Esq. entered the meeting at 1:21 p.m.

On Thursday there will be a Freeholder resolution to purchase AWE computers to provide additional early literacy stations for the Monmouth County Library branches. These will work in tandem with the Launchpads.

Director's Report

Meeting of New Jersey County Library Directors

Ms. Tolchin spoke of the recent meeting she attended of County Library Directors; twelve of the thirteen County Library Directors were in attendance. They discussed maker's spaces, technology in libraries, meeting room policies, taxation, county support, local issues, and indirect charges. Ms. Tolchin expressed her willingness to give the Commission more information. The meeting expanded her knowledge and has allowed her to be a better, more informed source of what happens in New Jersey at county library systems.

Chairperson Swartz questioned what Ms. Tolchin found out in regards to indirect charges. Director Tolchin stated that while the indirect charges exist among some of the county library systems, they are substantially lower in other county library systems. The highest library paid roughly \$800,000.00 in indirect charges, and we pay approximately \$3,900,000.00. Chairperson Swartz spoke of this great disparity.

Chairperson Swartz questioned their tax rate, and Ms. Tolchin confirmed other county library systems are funded much better than ours. The Monmouth County Library tax rate is 0.000182, and other library systems, such as Somerset, are funded at 0.00048. They are funded at almost triple the amount that we are, and because of this they are able to bring much more technology and services to their patrons. Ms. Tolchin expressed her desire to meet with the Somerset County Library Director to see what technologies they offer, and Chairperson Swartz confirmed this was a worthwhile endeavor.

Staffing

We have encouraged and given the opportunity to several staff members to attend the annual NJLA Conference.

We continue to fill open positions; year-to-date we have filled eight positions. Ms. Tolchin confirmed the staff members that have come aboard continue to enhance our capabilities.

New Jersey Center for the Book

Chairperson Swartz informed the Commissioners that Director Tolchin has become a new board member at the New Jersey Center for the Book, as such she will go in Mrs. Swartz stead to bring a report to the Library of Congress. Mrs. Swartz noted this will be a very good thing for the Center for the Book and for the visibility it will bring to Judith Tolchin and the Monmouth County Library.

Motion was made to go into executive session by Frank Wells for the purpose of discussing union negotiations, collective bargaining agreements, and matters pertaining to contracts and legal, seconded by Nancy Grbelja, and unanimously approved.

Closed executive session began at 1:36 p.m.

Closed executive session ended at 3:06 p.m.

Freeholder Lillian Burry, Andrea Bazer, and Steven Kleinman exited the meeting at 3:06 p.m.

Motion was made to go back into an open, public session by Frank Wells and seconded by Peter Doyle; unanimously approved.

Motion to authorize the Essex Regional Services Commission agreement to provide meeting room space for the children of migrant workers was made by Nancy Grbelja, seconded by Don Burden, and unanimously approved.

Chairperson Swartz inquired as to how many times a year the Deveraux group meets at the Library; Director Tolchin stated they meet eight times per year. Mrs. Swartz noted there should be more transparency with which groups use our meeting rooms, as our relationships with the community are very important.

Chairperson Swartz thanked Beth Henderson for her attendance at the meeting, her presence has reminded the Commission that policies must be reviewed.

Director Tolchin mentioned that former Manalapan Mayor George Spodak contacted the library. Former Mayor Spodak saved the shovel from the groundbreaking of the Monmouth County Library Headquarters, as well as other artifacts pertaining to the history of the Library. Former Mayor Spodak wanted to donate these artifacts to the Library; Chairperson Swartz expressed this was a very nice gesture.

Director Tolchin informed the Commission of the new videos on our social media accounts promoting the Shakespeare programs and National Library Week. These videos are thirty seconds long, and we are trying to disseminate the videos to municipalities for broadcast on cable television. Chairperson Swartz stressed there should be more fliers circulated to branches promoting our special programs. Commissioner Abramov suggested Ms. Smith should release material to the Brookdale Community

College channel's "Focus on Monmouth;" Chairperson Swartz stated this would be a nice endeavor. Mrs. Swartz insisted on further promotional materials be more visible to the community.

The motion to adjourn the meeting was made by Nancy Grbelja and seconded by Grace Abramov; unanimously approved.

Meeting adjourned at 3:15 pm.

After the Commission Meeting concluded, the May 10, 2016 Commission Meeting was moved to May 2, 2016 at the Hall of Records Conference Room at 10:00 a.m.

Submitted by Christina Roma