

Monmouth County Library Commission Minutes
February 24, 2016
Headquarters Library

Present: Chairperson Renee Swartz: Commissioners Don Burden, James Gray via telephone, Frank Wells
Also present: Freeholder Lillian Burry, Liaison; Director Judith Tolchin
Absent: Commissioner Grace Abramov, Nancy Grbelja, and Peter Doyle
Guest: Muriel Smith

James Gray called Judith Tolchin, and he was put on speakerphone. The meeting convened at 2:03 p.m. James Gray confirmed that he could hear everyone at the meeting, and all in attendance confirmed they could hear James Gray on speakerphone.

Chairperson Renee Swartz opened the meeting of February 24, 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.”

Minutes:

Chairperson Swartz asked James Gray, since he was at the last meeting, if he had any objections or corrections to the minutes of the January 12th meeting. Judi suggested that a motion be made to approve the open session January 12th minutes. However, the Commissioners agreed to postpone the approval of both the open session and the closed session minutes to the next meeting, March 15th since only two Commissioners who attended the January meeting were present.

A motion to move the voting for the January 16th open session and closed session minutes to the next meeting, March 15th, was made by Don Burden, and seconded by Frank Wells; unanimously approved.

A motion to schedule a closed executive session at the next meeting, March 15th, was made by Don Burden, and seconded by James Gray; unanimously approved.

Financial Report

In summary, the January financial report reflects the following expenditures:

- \$491,735.51 was spent in as salary and wages in January with a year-to-date total of \$491,735.51.
- Other expenses- \$321,736.54 was expended in January including encumbered expenses.
- The combined year-to-date spending totals - \$813,472.05 applied to the temporary budget including encumbered expenses.
- As of 1/1/16 \$1,304,348.28 remains in the Reserve Budget for 2015 expenses. Additionally, there are \$50,347.74 in encumbered expenses.
- A large sum of fringe benefits was charged to the Library in January in the amount of \$692,547.04.

James Gray queried whether Judi reviewed the bills and all was in order; Judi confirmed that this was correct.

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

FY15 Q4 Fringe Benefits

Judi presented the Commission the fourth quarter fringe benefits voucher from the County of Monmouth in the amount of \$692,547.04. This includes fringe benefit payments, except those for accumulated sick leave for retiring employees. The rate of 51.67% is an average rate charged to all salaries by the County including full time employees, part time employees, and overtime salaries. This is the circumstance even though part time employees do not receive medical benefits.

A motion was made to approve the fourth quarter fringe benefits to the County of Monmouth in the amount of \$692,547.04 by Frank Wells, seconded by Don Burden, and unanimously approved.

Boopsie

Judi presented the Commission the Boopsie voucher, a contractual agreement in the amount of \$10,995.00. Boopsie enables patrons to use the catalog through smart-phones, tablets, and laptops. This service was initially acquired through a grant, and this is the second year paying for this service. Judi stated this voucher needs to be approved by the Commission, as it is greater than \$10,000.00.

A motion was made to approve the Boopsie voucher in the amount of \$10,995.00 by Don Burden, seconded by Frank Wells, and unanimously approved.

FY15 Q4 West Long Branch Reimbursement

Judi presented the Commission the fourth quarter reimbursement to West Long Branch in the amount of \$15,165.32, as per our agreement with the township. The reimbursement reflects one employee and each quarter is an equal amount.

Frank Wells questioned whether we do this for all of the branches. Judi stated that this is only the agreement for West Long Branch. One of the employees stayed on their payroll, they never came over to become a library employee, and this is our reimbursement to the town of West Long Branch for that particular employee. The money is funded in our consulting line. Renee expressed this is indeed something we have committed to.

The motion to approve the fourth quarter reimbursement to West Long Branch in the amount of \$15,165.32 was made by Frank Wells, and seconded by Don Burden; unanimously approved.

Renee Swartz authorized Frank Wells to sign the vouchers, on behalf of the Commission.

Reciprocal Borrowing Agreement with Ocean County Library

The Ocean County Library Commission has agreed to lower the cap for borrowing. It is presently at a \$25,000.00 maximum; we pay a net lender fee of \$1 per transaction. Whichever library has the higher volume of patrons using the other one's library is the library who receives a reimbursement.

The net lender fee resulted in the Monmouth County Library getting a reimbursement this past year. Renee Swartz inquired as to which library has the most usage. Judi expressed that historically it goes both ways, there are years we pay and years they pay. Renee asked what the trends have been. Judi

answered that in both 2015 and 2014 Ocean County had more people use our libraries. Accordingly, Ocean County Library will pay approximately \$34,000.00 between these two years.

Judi expressed that the cap should be less of a strain on anyone's budget, and Ocean County Library has agreed to lower the cap from \$25,000.00 to a rate between \$6,000.00 and \$15,000. This lowers our exposure, does not make it as costly, and eliminates risk. Judi reiterated that some years it is in our benefit, and some years it goes to our disadvantage. Don Burden agreed that this would protect us, and Frank Wells stated this will allow people to get more services.

Don Burden inquired what the rationale was to the financial factor of the Reciprocal Borrowing Agreement. Judi stated that the financial factor is in fairness to the taxpayers. If we were to benefit more from their library than they would from ours, there should be a financial factor involved.

Judi informed the Commission that the Ocean County Library Commission agreed to lower the cap to an amount between \$6,000.00 to \$15,000.00. She stated that our Commission needs to come to an agreement on what that number will be within that range. The Ocean County Library Commission would also have to approve the agreement. Historically, the agreement is effective for three years.

After much discussion, Jim Gray stated that this should be discussed at the next meeting. Chairperson Swartz agreed the Reciprocal Borrowing Agreement needs to be reevaluated.

Capital Improvements

Judi contacted Robert Compton, Superintendent of the Division of Buildings and Grounds, a terrific person to work with. They discussed the capital projects that are moving forward:

1. Headquarters Library: Front Sidewalks and Parking Lot, Symmes Drive entrance
 - This is where people generally enter the Library.
 - Monmouth County funded, but will likely be charged back through indirect charges.
 - Engineering will address the upper parking lot, traffic island, sidewalks, ADA parking, etc.
 - Internal engineering staff will complete the design and construction that has already been funded, and it will be completed by a contractor.
2. Headquarters Library: Restrooms
 - This involves the public restrooms in the upper lobby.
 - The restrooms on the upper lobby are being designed internally, and currently the outsourced construction is partially funded.
 - The 2016 capital request is including additional funds required to complete the needed construction.
3. Headquarters Library: Entrance Doors, Symmes Drive Entrance
 - This is where people generally enter the Library.
 - The doors frequently malfunction and are troublesome to lock.
 - Buildings and Grounds has recognized this problem, and they have sent out locksmiths for both the lower gallery and upper gallery doors.

- Buildings and Grounds is trying to fund this; the door estimate is \$30,000-\$45,000.
 - The plan is to complete the project in 2016, utilizing the Buildings and Grounds operating budget.
 - This is Buildings and Grounds priority for Headquarters.
4. Eastern Branch Library: Canopy on Facade
 - Robert Compton does not have this in the capital improvements budget, and it has not yet been funded.
 5. Headquarters Library: Internal Renovations
 - This would involve the reading room and meeting rooms, including lighting, electrical, carpeting, furnishings, and shelving.
 - Robert Compton agreed to come to the Headquarters Library to address this when things are less busy for him in a few weeks. They will discuss lighting and carpeting, and other items that are more of a capital issue.

Renee inquired on Headquarter's internal renovations, specifically how feasible this project will be. She reiterated the Commission's request to have Judi find a professional opinion on the matter that could guide the Commission.

Judi discussed her meeting with Anthony Iovino from Arcari + Iovino Architects, PC. She toured the Library with Mr. Iovino and he expressed his recommendations. He felt the lighting, carpeting, shelving, and furnishings should be updated. He articulated there needs to be more electrical outlets, as this is important in a modern library. Mr. Iovino was lent the architectural plans, and he will come back with a report of recommendations in approximately two weeks. Judi stated the architect she spoke with was award winning, highly recommended, and he is working with the Holmdel Library.

Don Burden communicated that much like up-keeping a home, the Library should be kept up as well. Renee Swartz agreed and stated the Library is a reflection of the Board. She addressed the upcoming presentation in March: the statement should not be confrontational, but stated. Mrs. Swartz addressed the annual American Library Association's magazine showcasing state-of-the-art libraries; it would behoove the Library to get that issue. These state-of-the-art libraries should be put on posters and compared to the Headquarters Library. Freeholder Burry echoed this belief; a picture is worth a thousand words.

Freeholder Burry stated that #4, Eastern Branch Library Canopy, should be brought down one, to allow for all of Headquarters to be together in the presentation. Freeholder Burry articulated that we must stand firm, and the presentation should be purely factual. Jim Gray added that we need to prioritize what we need. Freeholder Burry stated we should include in the presentation that a study should be done; we cannot merely ask for "x" number of dollars. **Chairperson Swartz expressed we need to lean on the Ivy Group's recommendations. We are well on our way. We have increased technology spending, put in place a new director and assistant director, there is a new mission, but we have an inadequate facility.**

Food for Fines

Judi brought to the Commission's attention that Food for Fines 2016 is coming up, and it would run during National Library Week, April 10th-April 16th. She questioned whether they would like to move

forward with this, as revenue is given up. Freeholder Burry articulated that the Food for Fines is goodwill for the community, Don Burden agreed and added this is also good publicity. Freeholder Burry stated a proclamation should be given at the next Freeholder meeting, discussing National Library Week. We can mention all the Library does for the community, including Food for Fines.

The motion to continue the Food for Fines and for one week during National Library Week was made by Frank Wells; seconded by Don Burden; unanimously approved.

The motion to adjourn the meeting was made by Frank Wells; seconded by Don Burden; unanimously approved.

Meeting adjourned at 3:03 pm.

The next meeting will be at Eastern Branch Library on Tuesday, March 15, 2016 at 12:00 p.m.

Submitted by Christina Roma