

Monmouth County Library Commission Minutes
February 13, 2018
Headquarters Library

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

Absent:

Guests: Muriel Smith

The meeting convened at 11:15 am.

Library Director Judi Tolchin opened the meeting of February 13, 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.

KIA Flag Ceremony

Judi Tolchin opened the ceremony to raise the Killed in Action (KIA) flag with the support of Freeholder Deputy Director Lillian G. Burry-Library Liaison, Library Commission Chairperson Renee B. Swartz and the rest of the Library Commission. Present at the ceremony were Commissioners Swartz, Abramov, Burden, Doyle, Gray, Grbelja, and Wells. Dignitaries present included New Jersey Assemblyman Ronald Dancer and State Senator Samuel Thompson – sponsors of the Killed in Action flag bill. Also present were Freeholder Burry, Freeholder Impreveduto, and Freeholder Scharfenberger, Manalapan Mayor Jack McNaboe and many members of the public. The Colts Neck High School Cadet Color Guard under the direction of Major Gregory Penczak presented the colors for the Pledge of Allegiance and National Anthem; the KIA flag was raised as the first to be flown at a New Jersey library. Speakers included Commissioner Swartz, Freeholder Burry, Mrs. Donald Klieger, David Klieger, and Mayor McNaboe

Regular Commission Meeting

Renee Swartz stated that today had been a wonderful ceremony. She commended the color guard for their outstanding performance and stated that everyone who participated did a great job. She stated that it was important to choose occasions like this to showcase the library, and that guests stated how beautiful the library and ceremony were. She stated that it was important that the library be a community center for appropriate community events, and this function epitomized that.

Renee requested that the library explore the possibility of a second flag at the Eastern Branch Library. Judi stated for the record that there is a significant cost for the frequent replacements necessary. She confirmed that permission was granted by County Administrator Teri O’Connor for the Headquarters

location. Renee stated that this would be a minor sum in exchange for the goodwill of the public and the positive publicity of such an event. Judi shared her pride that the Monmouth County Headquarters Library was the first library in the state to fly the KIA flag. Renee suggested that Muriel Smith write an article for the paper, and Muriel agreed. Don Burden stated that a new flagpole may be needed were the KIA flag to be flown at Eastern Branch.

A Motion to approve the open public meeting minutes of December 12, 2017 was made by Don Burden and seconded by Frank Wells. Peter Doyle and James Gray abstained. Motion approved.

A Motion to approve the executive session meeting minutes of December 12, 2017 was made by Nancy Grbelja and seconded by Frank Wells; Peter Doyle and James Gray abstained. Motion approved.

Commission Reorganization

A Motion to nominate the current commission slate for reappointment as follows: Chairperson Renee Swartz, Vice-Chairperson Frank Wells, Co-Treasurers Nancy Grbelja and Peter Doyle, Secretary Don Burden was made by Frank Wells. Grace Abramov seconded. Unanimously approved.

Renee stated that she was looking forward to a great year ahead, and she commended the commission for the past year of successes. She shared that she had heard a number of reports about the renovation and was looking forward to it. She thanked the subcommittees and everyone involved and shared her hope to have a brand new library by this time next year.

State and National Report

Renee stated that she had recently visited the Palm Beach Library system in Florida, a large system with 18 branches. She brought back literature from their system and stated that, comparatively, our system, especially with the Headquarters renovation going forward, looked much newer and more up-to-date, and that the renovation was really doing something amazing.

Scheduling of Closed Executive Session March 13, 2018

A Motion to schedule the Closed Executive Session on March 13, 2018 was made by Peter Doyle and seconded by James Gray. Unanimously approved.

Freeholder's Report

Freeholder Burry shared that the library tax levy would be voted on by the Freeholders in March, and asked if the commission was ready. Judi stated that she would bring forward two feasible budget options, taking the construction project and capital project into consideration, for a vote later in the meeting. Don Burden asked if the commission should do anything for the two new Freeholders, and asked if they would be in support of the library. Freeholder Burry stated that they would be fine and to keep it simple. She brought a copy of the Asbury Park Press, sharing an article called "Library Steps Up

After Newspaper Shuts Down”, which stated that a library in Ware, New Hampshire, had taken up publishing a four page newspaper after the newspaper closed.

Freeholder Burry stated that she was looking forward to the 50th Anniversary of the Eastern Branch library. Renee stated that she had worked on the project to have Eastern Branch opened 50 years ago with the help of the Little Silver Friends of the Library, as the population of the Eastern part of the county was quickly growing. She shared the history of the Eastern Branch. Don Burden stated that the Red Bank Register from that time had been digitized and were in the archives. Freeholder Burry stated that she would like to be involved in preparations for the 50th anniversary celebration at Eastern Branch. Renee stated that the commission should start thinking about what should be done to celebrate. Don stated that he began speaking with branch manager Kim Avagliano and the Friends of the Library. He recalled that the Friends had given a sculpture to the library in the past and recommended more artwork be dedicated. Judi stated that the Friends chose to put funding toward programming – a decision by their board - and that each library had a share of the fund. Renee suggested utilizing the fund to bring major speakers to present at the library. Judi stated that Eastern Branch Friends fund had \$8,406 with spending decided by their Board.

Renee recalled an event where a local vineyard had donated wine, wherein the library had closed and the commission had an after-hours wine-and-cheese reception. She suggested a large gala on that level for the 50th anniversary celebration to take place in the entire library rather than only the meeting room. She suggested hosting a large gala in October with a musician and/or a guest speaker. Don pointed out that the anniversary fell on the same day as Archives Day so the event would have to take place on another day. Renee stated that a Friday, Saturday or Sunday night near the date would be fine and suggested asking for donations for catering. Freeholder Burry stated that she would look into procuring wine and cheese, and perhaps local craft beers. She suggested a local “Grown in Monmouth” theme for refreshments. Judi expressed concern about the liability of alcohol at the library and the county’s prohibition of alcohol at all county owned buildings. She asked if Freeholder Burry would get special permission from the county for the event and Renee stated that she would take care of it.

Financial Report

Judi submitted the December 2017 and January 2018 financial documents into the meeting record for commission approval.

A Motion to accept and approve the December 2018 financial report was made by Nancy Grbelja and seconded by Frank Wells; unanimously approved.

Judi reported that the fund balance for 2018 stood at \$4,370,446.87. The 2017 fund balance was \$4,444,975.47. She stated that these figures were in line with County Finance Director - Craig Marshall’s 10 year plan for sustainability and was expected to reduce over time. James asked whether there had been a rebate and Judi replied that remaining 2017 reserve funds were returned to the fund balance.

Judi presented vouchers for the approval of the commission.

A Motion to approve the Fringe Benefits 4th Quarter Voucher for \$799,380.27 was made by Don Burden and seconded by Frank Wells; unanimously approved.

A Motion to approve the West Long Branch Reimbursement Voucher for Quarters 2 and 3 amounting to \$16,055.31 and \$16,856.89 respectively was made by Frank Wells and seconded by Don Burden; unanimously approved.

Judi stated that the voucher was consistent with previous years although there was a wage increase as was contractually obligated to the borough of West Long Branch. She also stated that the West Long Branch fourth quarter voucher was being held for adjustment due to an attendance issue. Don requested that a brief explanation be brought up in executive session.

Judi presented two budgets hereby referred to as Budget A and Budget B.

Budget A consisted of a budget of \$16,985,000, which would be the same budget amount as 2017 but would allow for a new vehicle to be purchased, as the oldest vehicle was 11 years old from 2007 and may not be in operation by the end of the year. Heidi stated that each vehicle had over 100,000 miles, and it was important to make sure that the vehicles were safe for the drivers. She also stated that the newer models included Bluetooth which would be helpful. Judi stated that the budget for a replacement was only in anticipation of the van breaking down and that if a replacement was not needed, the money could be moved to another line. She stated that money was taken from the tech budget in order to keep wages the same in anticipation of filling all the vacancies, which was a priority for both the library and the commission. She stated that the budget had been kept flat as per their conversation with Craig Marshall.

Budget B also consisted of a budget of \$16,985,000, but it also included revised figures as it had needed to be reworked as an option to fund the renovation. It included a reduction of salary and wages down to \$6,320,000 instead of \$6,400,000 and a reduction in the corresponding benefits. This would create an \$80,000 difference from the proposed budget. Freeholder Burry stated that non-union employees would receive a 2.5% pay increase in 2018. Judi replied that all but seven library employees were represented by the union, and that union employees would receive a 2.5% increase per contract as well.

Judi stated that \$6,320,000 would still allow the library to recruit and hire, but since some of the year had already gone by, full employment would not be likely until August or September. She stated that the money could be used for furniture. She also stated that some money had been taken from the 2018 book budget but that it had been kept the same as 2017 spending; it would simply not be increased.

Judi stated that this would allow nearly \$500,000 to be utilized for furnishings for the renovation project, and that the support of the county would likely be needed as the costs for furniture had been expected to be put under capital projects rather than the operating budget.

HQ Renovation Update

Nancy stated that the subcommittee had met last week to go over numbers, and she had noticed that while they had addressed changing furniture, flooring, shelving, and more, changing the old ceiling and poor lighting had never been addressed. Renee stated that there had been nothing put forward in the

budget for electrical changes. Nancy stated that new furnishings, carpeting and shelving would not look good with old lighting and ceiling. She stated that the project had been put together as a group without giving attention to updating the walls with paint or sheetrock, and that lighting and walls needed to be updated. She stated that Stewart had shared that taking down the wallpaper and putting up sheetrock would be expensive, and that while she was not thrilled with the idea of painting it would be a nice fix. She asked if Buildings and Grounds could repair areas where it was damaged.

Grace asked why the lighting and walls had not been a part of the original project. James replied that they had not talked about either of those aspects. Renee stated that she had spoken with Stewart and asked for a revised budget including walls and lighting which she presented. Nancy stated that Stewart had come back with a budget for the lighting which would cost \$300,000 in addition to the \$50,000 that had originally been budgeted for electrical work. She stated that the consultants had come up with that number, and that while the lighting in the adult area was original to the building it would be easy to replace and the original hardware could be kept. She stated that the new lighting would be brighter, whiter LED lights and create an 80% reduction in energy costs. She also stated that additional money would be needed for paint, adding \$375,000-\$400,000 to the project budget overall. She suggested that the subcommittee change the project around, delay some work and do the lighting first.

Nancy also stated that, with the Library Construction Bond Act referendum passed, the library may have an opportunity to apply for grants. Renee stated that with the 80% decrease in energy costs, the new lighting would be less expensive in the long run. Nancy stated that Stewart had shared his belief that grants would become available to cover lighting, so it would not need to be done first, as contractors could come in and do other work while we applied for lighting grants. Areas could be covered while the lighting was installed.

Don asked if the damaged ceiling tiles would be replaced. Nancy stated that the ceiling would need to stay as the cost to replace it would be too high, but Buildings and Grounds would replace damaged tiles as needed on an ongoing basis. Don stated that none of the existing grid would need to be changed. James stating that painting wallpaper would be difficult and shared his concerns over how long it would last. Grace and Renee disagreed. Lillian asked how much it would cost to replace everything. Nancy replied that it would cost about \$400,000. Don and Lillian suggested doing all of the work at once. Nancy stated that she did not like the idea of painting over the wallpaper. James stated that the lighting was more important than the walls. Judi agreed and stated that was the reason they would paint instead. Nancy stated that it may be possible to apply for a grant between now and the end of the project since the lighting need not be done immediately. She asked if the commission wanted to put off the renovation and go out for more capital for the project next year, stating it would be better to do the project right the first time rather than doing it halfway. She stated that more money would be needed, and that the original plan addressed aesthetics and furnishings but not walls, ceiling, lighting and electricity. Renee stated that none of the presenters for the renovation had spoken about walls or lighting. She stated that the money was available now and should be spent while it was.

Nancy stated that the additional cost for lighting was about \$300,000 and about \$125,000 for paint so it would be about \$400,000 additional cost. She stated that there was enough in Budget B to allow taking that out of the budget. Judi stated that Budget B allowed for money to be shifted from the existing budget for furnishings, and that it would be a slightly more difficult year but it could be done by allocating book money, salaries and wages towards furnishings. Lillian asked if Stewart was a contractor

or a decorator. Nancy said that Stewart had spoken to the state contractor. Peter asked if the library had a contractor to oversee the project. Nancy stated that she believed Mike Aravich from Buildings and Grounds was the contractor, but Lillian disagreed. Don stated that an electrical engineer had come in to speak about technology demands. Nancy stated that the money that Judi spoke about in Budget B would allow the commission to readjust the project, to take a step back and revise and ask someone to come in to give a price for the walls. Renee stated that there would likely be grant money available to cover the electrical work and Judi agreed, but James stated that they did not know when that money would be available. Renee suggested it would likely be available by the end of 2018 or beginning of 2019.

Peter asked if it was worth putting the job on hold and hiring a project manager. Lillian suggested that it would be a good idea because it would make the project come in under budget and on time. Peter stated that a coordinator who had been through a major library remodel was needed. Judi stated that Stewart had been selected as the consultant. Nancy suggested that Stewart bring someone in to do the lighting. James suggested Mike Aravich. Heidi suggested Walter Gawron from the county. Nancy asked if Stewart would hire someone to do the lighting or if the county would have to bring someone in. Lillian stated that if the county was involved it would have to go out for bid. Judi stated that this would be purchased on state contract. Peter asked if each aspect would have to go out to bid. Judi stated that it was under state contract and that every person involved has been under the contract or local co-op. Peter asked if a formal bidding process was necessary if they were part of the co-op. Judi said no, but quotes may be needed and it all must be referred to purchasing. Judi stated that the RFP had been put through and that Stewart had been selected as the representative to bring the project forward and that he was contracted to do so. She stated that Stewart worked with all state contractors and that he was their coordinator. She stated that while his piece was shelving and furnishings he coordinated other contractors working on the project. Lillian asked if this was part of the budget. Judi stated that it was.

Peter stated that lighting and painting had not been allocated in the budget. He also stated that, with the operational adjustment of Budget B, there may be some money left over for those aspects. Judi stated that was correct. Peter suggested using the \$500,000 operational budget for one-time furnishings. He asked if the Freeholders would be supportive for the following years if the money was shifted. Judi stated that they would have to substantiate the need for the money taken from the book budget and staffing in future years. Peter stated that the commission would need to go back to the county and state that the money would be going into the budget differently. Don stated that the lighting would be the most easily done aspect and could be done with grant money in the future. He asked why they should delay the project if the lighting could be done at any time. He shared his concern that stopping now and going back to the beginning would stagnate the project. Renee agreed, stating that they were almost over the finish line with the renovation, and that nothing turns out perfectly. She stated that the lights would be fine for now but would be replaced in the long run to save on electricity but that it would ultimately not affect the current project.

Nancy asked if the current walls would be salvageable, and whether all of the walls needed to be replaced or some that were in good condition could be painted to fit in with the decor while other areas were replaced. Renee suggested painting one wall and seeing how it went. Judi stated that had already been done. Renee stated that it was a small swatch. Nancy stated that it would cost \$136,000 to paint the walls over the wallpaper. Renee asked if buildings and Grounds could paint it. She also shared that she was never in favor of postponing the project. Nancy stated that she simply wanted to determine how it should be attacked. Lillian suggested increasing the capital budget. Nancy asked if it would be possible

to increase the capital budget by \$500,000. Lillian suggested speaking to Craig Marshall. Judi stated that she had mentioned the possibility of using some of the operating budget for furnishings. Nancy asked for a figure of how much it would cost to replace the walls with sheetrock, and stated that it could be up to \$1,000,000. James was not in favor of this plan. Judi stated that it was not known what the condition of the walls under the wallpaper would be. Nancy asked if the renovation called for shelving to be against the wall. Heidi stated that some shelves that were against walls now would be freestanding. Nancy stated that the reason sheetrock could not be put onto the wall was because shelving would not be able to be put on top of it. Judi stated that there would not be shelving against walls. Nancy asked if a thin layer of sheetrock would cost \$1,000,000. She suggested asking for an additional \$500,000 for the capital project to include lighting and walls. She stated that the project could continue as scheduled with the \$500,000 coming in at the end and some things being moved around.

Frank reminded the commission that the grant money should also be taken into consideration. Judi shared that the state library web page had stated that the grants would cover major systems, acquisition of new buildings and expansion property, rehabilitation of existing buildings and converting acquired properties into use for a public library. She suggested that light, heat, power, efficient operating systems and perhaps even ADA restrooms would be covered. Renee suggested applying for these. Lillian asked when applications could be submitted. Judi stated that the criteria had not yet been established. Peter stated that Budget B should proceed, and that capital should be increased so that additional money could be used for projects and be followed through with capital over a period of time. Nancy reiterated the need of an assessment of the walls. Peter suggested passing Budget B and proposing it to the Freeholders. He asked when the budget would be presented. Judi stated that it would be presented in March. She offered two options- one was putting the budget through and moving money around later but she stated that money could be moved at any time. Peter suggested that the budget stay flat at 16,985,000. Judi stated that the money could be put into furnishings and moved back into other line items next year. Frank suggested that the money should be used now and replaced later on. He suggested passing Budget B. Renee suggested hiring a project manager, but Judi stated that this would send the contract to RFP and start the process over again.

Peter asked at what price level it would need to go out to RFP. James stated that the limit was \$17,500. Judi stated that Muriel's contract was under \$17,500 and it still needed to go out to RFP. Peter stated that Budget B would still allow for money to be moved around and should be passed. James asked if this would address Nancy's concerns. Nancy asked if they should still try to increase the capital budget by \$500,000. Renee stated that they should not do both. Peter suggested passing Budget B and speaking with Craig in the meantime about increasing capital and then moving the operational budget back to the previous line items. Judi stated that could cause underspending which would not be wanted. Renee suggested speaking to Craig first. Peter suggested passing Budget B and deferring for line items. Nancy suggested submitting Budget A in the event of an addition of \$500,000 to the capital budget. If not, Budget B should be passed with \$500,000 for the line item. Judi stated that there would not be an answer in time to resubmit the budget. Peter suggested a compromise of \$250,000 in capital additions and \$250,000 in operating costs. Nancy suggested taking \$250,000 in operating costs and asking for \$500,000 in capital.

Lillian asked how much money would be reallocated from salaries. Judi stated that \$80,000 would be taken from salaries. Lillian asked if this would prevent the library from hiring. Judi stated that they would just hire later in the year and that hiring takes a long time anyway, so the library would not have

to do without and could still meet the goal of full employment. Lillian stated that in the past, placeholders had been put in place and the money had not been spent. Judi stated that there were no plans to do that. She also stated that she had gone through and put the vacancies into the budget, prorating them for the time of year she expected them to be filled based on hiring time. She stated that Craig was aware and that the only change would be whether to use the operating budget to purchase furniture. Peter stated that the concern would be library materials budget would be going down by \$350,000. Judi stated that it would not go below actual spending in 2017. Judi stated that both budgets were level, the only difference being that Budget B would move funds from within the operating budget to furnishings.

A Motion to approve Budget B was made by Nancy Grbelja and seconded by Frank Wells; Grace Abramov abstained; motion approved.

A Motion to investigate the possibility of bonding for an additional capital project of \$500,000 to cover the cost of Phase 2 and 3 of the renovation was made by Nancy Grbelja and seconded by Peter Doyle; Grace Abramov abstained; motion approved.

Renee suggested hiring a project manager. Grace Abramov agreed.

A Motion to hire a project manager to oversee renovation project was made by Nancy Grbelja and seconded by Grace Abramov; unanimously approved.

Don asked if the renovation work would need to be put on hold while a project manager was found. Renee replied that they were ready to go now. Judi stated that it would take at least 3-6 months to acquire a project manager. Renee stated that she was not in favor of a project manager if it would delay the renovation for that long. Judi stated that any hiring must go through county purchasing. Nancy stated that while the lighting and ceiling needed to be addressed, it was not necessary that they be done immediately. Frank suggested that the project manager come in for a later phase.

Nancy stated that the phone charging tables were no longer being ordered as they did not work. Heidi stated that the tables were not sold anymore. Grace asked if there would still be charging ports in the tables. Nancy replied that they would. Judi stated that charging pads could always be added to tables later.

A Motion to authorize minimum of \$2,700,000 for Indirect Charges with a budgeted amount of \$3,500,000 in 2018 was made by Frank Wells and seconded by Nancy Grbelja; unanimously approved.

Food for Fines 2018

A Motion to approve Food for Fines during National Library Week- April 8-14, 2018 was made by Nancy Grbelja and seconded by Peter Doyle; unanimously approved.

Director's Report

Judi stated that the sinking concrete in the Headquarters parking lot had been caused by a water issue due to frost, but County Engineering and Buildings and Grounds were addressing the situation. She stated that it was not under warranty but would be addressed at the county level. Renee suggested sending a letter to Engineering and Buildings and Grounds to commend them on how nice ether front looked.

Judi stated that the March meeting would be held in Holmdel. Renee asked if there were any programs going on that day and suggested a program to showcase the library for 10-15 minutes to commemorate the first commission meeting held there. Judi suggested a tour of the library. Lillian asked if there would be a plaque. Judi stated that she would ask branch manager Karen Nealis. Lillian stated that there had been unhappy patrons of Holmdel going to Colts Neck because it was easier to access. Heidi stated that Holmdel's circulation was up. Renee stated that this should be investigated. Judi stated that little could be done as the complaints were about the building and that could not be changed. Renee agreed that the library footprint could not be changed. Judi stated that a number of businesses had shared that their employees who lived outside of the library communities were interested in getting cards. She suggested it might be feasible to work collaboratively with the businesses as a revenue source. Renee stated that the policy was strict and allowances could not be made but that this was an opportunity for businesses to offer to pay the \$100 fee as a perk for their employees.

Judi stated that capital projects would be discussed in the next meeting. She shared that vacancies were down from 23 to 18, and that more part time and seasonal employees were coming in and filling permanent spots. She stated that they were reaching out for new librarians and library school students. Renee requested a list of the names of new hires so as to eliminate making it a topic of discussion. Judi agreed.

Judi stated that programming at Headquarters for Black History Month had been co-sponsored by the Manalapan Arts Council and was the most well-attended Black History Month program the library had with 300 people attending including Mayor McNaboe. She shared that the Bob Burger concert with the music of Tom Petty had brought 600 people and had been well received. She stated that the Makers Day event was slated for March and would likely be a very large event, especially for children. She anticipated 600-1,000 people and families in attendance and stated that it was one of the largest programs that the library put on. Judi asked Muriel for publicity for the program. She stated that she had made contacts for the veterans program that Peter had suggested. She stated that it would be enlarged for the balance of the year and that she would work to Donna to have guests attend.

Renee stated that she anticipated a sensational event for the Eastern Branch 50th anniversary that would be a large draw with a speaker, prominent author of current interest or another major guest. Renee asked Muriel for an article for the event inviting people to donate to the library and share that they would be accepting donations of art as well under the advisement of an art committee. Lillian warned that they should be careful with the art they received.

Judi stated that the library had received a generous donation from the Curtis W. McGraw Foundation in the amount of \$2,500, the same amount as last year, and that it was set up as a grant fund to be used for the Headquarters library. She suggested that, in the event that extra funds were needed, there was a bequest and donations that could be put towards the renovation.

Judi stated that the branches might consider implementing fine-free borrowing to increase circulation. Heidi stated that many libraries were going in that direction and that it was more inviting to patrons who were more likely to borrow under the new system as they felt less inhibited, but fines would be lost as a revenue source. She stated that it was an idea that the commission could approach in the future.

Assistant Director's Report

Heidi Amici stated that the West Long Branch library would be planning a 90th anniversary celebration to take place during National Library Week, April 8-14. She stated that there would be a children's program. She stated that West Long Branch was looking to repurpose their back room and that the Friends of the Library wanted to contribute. They hoped a plan would be finalized by the end of the week.

A Motion to adjourn to executive session was made by Frank Wells and seconded by Peter Doyle; unanimously approved

**The Commission adjourned to Executive Session at 2:06 pm.
The Commission resumed the regular session at 2:45 pm.**

A Motion to resume regular session was made by Frank Wells and seconded by Don Burden; unanimously approved

Publicity Consultant Award Recommendation

A Motion to approve the commission selection committee's recommendation of Muriel Smith as Publicity Consultant for an award of contract for March 1, 2018, to December 1, 2018, with 4 renewals to be submitted to county purchasing for Freeholder approval was made by Peter Doyle and seconded by Don Burden; unanimously approved.

Next meeting Tuesday, March 13, 2018- Holmdel- 11:00 AM

A Motion to adjourn the meeting was made by Nancy Grbelja, and seconded by Don Burden; unanimously approved.