

Monmouth County Library Commission Minutes
June 16th, 2015
Eastern Branch Library

Present: Grace Abramov, Don Burden, Peter Doyle, James Gray, Nancy Grbelja, Frank Wells, Chairperson
Renee Swartz, Freeholder Lillian Burry, Acting Director Judi Tolchin

Guests: Teri O'Connor, Frank Tragno, Steve Kleinman, Freeholder Director Gary Rich, Phyllis Fyfe, Pat
Koziol, Barbara Bateman

The meeting convened at 12:16 pm

Chairperson Renee Swartz opened the meeting of June 16th, 2015 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.

Renee Swartz welcomed everyone stating the July meeting will be at Wall and requested everyone to be part of the meeting and invite someone.

Motion was made by Frank Wells to accept the minutes from the May 12th, 2015 meeting, seconded by Don Burden, unanimously approved.

Renee stated the closed executive session includes today's discussion of hiring a new director, and the recommendation of the Freeholders and the Ivy Group Report that a library this size should have an Assistant Director.

Motion was made by Peter Doyle to accept the closed executive minutes from the May 12th, 2015 meeting, seconded by Nancy Grbelja, unanimously approved.

Renee welcomed Teri O'Connor, Steve Kleinman and Frank Tragno. Teri O'Connor stated that Steve Kleinman would provide guidance if questions were asked.

Motion was made to go into executive session by Nancy Grbelja to discuss issues of personnel and contracts, seconded by Frank Wells, unanimously approved.

Closed executive session began at 12:19pm.

Closed executive session ended at 2:09.

Steve Kleinman stated closed executive session had been to discuss personnel matters, an offer for particular positions and at this point had to return to public session to cast a vote based upon discussions that were had in executive session.

Motion was made by Nancy Grbelja to support making an offer of employment with recommendation of the subcommittee to offer employment to the position of Director of the library to Judi Tolchin and

offer the position of Assistant Director to Sara Hansen, Frank Wells seconded; motion carried with a vote of 6-1 with Jim Gray casting a dissenting vote.

Steve Kleinman asked to clarify for the record if Jim Gray supported the offer of employment of deputy individual. Jim Gray stated he would support Judi and will work with her.

Renee Swartz thanked the subcommittee and the library board for their efforts. Renee thanked Teri O'Connor for her leadership in guiding the commission, as well as Steve Kleinman and Frank Tragno for their support. Renee thanked Freeholder Lillian Burry, Liaison to the Library stating it has been a very long time with the application, advertising and the interviews. She further thanked all involved and looks forward to the future. Steve Kleinman stated Frank Tragno will contact Judi to accept the terms of conditions that are being offered to her.

Judi thanked the commission stating it is an honor and pleasure to serve the board, honor and pleasure to serve county, she looks forward to very bright future in bringing all her energy with this responsibility for which she takes very seriously.

Pat Koziol; President of the Friends of the Monmouth County Library Association and Phyllis Fyfe Vice President of the Ocean Township Friends of the Library were asked to join the meeting.

Renee addressed Pat Koziol and Phyllis Fyfe by starting with introductions beginning with Freeholder Burry, Judi Tolchin, Don Burden Mayor of Shrewsbury, Frank Wells, Union Beach, Jim Gray Manalapan, Grace Abramov Howell, Nancy Grbelja Millstone, and Peter Doyle Councilman Atlantic Highlands. Pat Koziol stated the Monmouth County Library Friends group met and appointed secretary, treasurer, two vice presidents, someone to take the lead on fundraising and signup for membership. Pat discussed the money that was left from prior group stating they would like to start a pilot program to get Museum Passes for people to borrow for museums like the Guggenheim and the Intrepid. She also stated there were some carryover projects such as getting a plaque on the sculpture outside the library and reinstating the scholarship program. They would like to have nonprofit 501C (3) status. Don Burden recommended filing the 501 raffle license at the same time as the 501(C)3.

Judi stated that the Shirley Norby, the previous Friends president was instrumental in getting the sculpture and Freeholder Burry stated Shirley was given a proclamation for it. Renee stated there was a fundraiser for it with a raffle and wine and cheese with 250 people in attendance.

Renee stated the library will support the friends and would like to partner with them. She further stated if the library has a large program the friends can be there and do some fundraising. She also stated the library resources are available to them. Freeholder Burry stated they should start new and have a meeting with individual representative from each of the local branch groups. Pat stated that she did call all the branches asking if they have a friends group. Renee stated the library will be launching a large program in October to celebrate Lewis Carol's Alice in Wonderland 150th anniversary with a tea party and invited the friends to join them.

Pat stated the membership list needs to be cleaned up and look at the Lifetime members. Don Burden inquired if they had assigned anyone for publicity. Renee stated the library can help with it and some promotion of the organization. Pat stated their one vice president has skills in publishing and would like

to do a newsletter to be put on the website. Phyllis Fyfe stated that publicity for the book sale at Ocean was publicized by the branch manager Beth Henderson and they have 100 members signed up for the summer reading. She stated that the Ocean Township Friends only formed 2007-2008; before that it was a Public Library Association. Phyllis stated she had been a volunteer for Monmouth County for 50 years and she was a school librarian for 40 years. Renee stated once the friends get organized, Lillian Burry can get a proclamation together for them and have publicity about it. Grace Abramov wished them well. Freeholder Burry stated Archives Day October 3rd would be a good time for the Friends to be represented. Pat Koziol stated she would like to thank Judi for implementing Flipster for viewing magazines. Renee thanked Pat and Phyllis for coming and is looking forward to the good news and hope for community success.

Financial Report

Judi stated May expenses in the Detail Budget Account Status reflect \$458,234 expended in Salary and wages in May with a year to date total of \$2,458,798. Other expenses totaled \$334,961 with a year to date total of \$1,009,198. The combined year to date total of \$3,467,996 applied to the adopted budget. The checkwriting reflects \$10,793 applied to the 2014 budget, \$337,171 was applied to the 2015 budget of which \$283,492 was for library materials. The May reserve budget reflects \$1,053,761 spent year to date with only \$336,096 remaining. Only a few charges from 2014 are expected for the balance of the year. The 246 Line report reflects year to date spending for library materials by item type-\$556,313 for books, \$8,568 for eBooks, \$169,863 for DVDs, CDs, and Audio Books, \$4,173 for periodicals; and \$40,624 for databases (total \$770,975).

Motion to accept the Financial Report was made by Don Burden as presented seconded by Frank Wells, unanimously approved.

Branch and Member Report

Colts Neck Library will be installing carpet at the end of August through the beginning of September where only the meeting room will be kept open to pick up holds and return materials. Peter Doyle inquired if Colts Neck was paying for it. Judi stated that Colts Neck is paying for the carpeting.

Staffing Report

Judi stated that Janet Trotter the Branch Manager at the Wall Township Library and Raina Hall Assistant Program Coordinator are retiring July 1st. Raina Hall is being replaced by Laura Migliore who had worked in Public Relations and then went to Children's. A children's librarian was hired to replace Laura Migliore. Judi stated it was someone from a seasonal library position which has proved to be a good source to fill open positions. Interviews are being conducted for Janet Trotter's position. Two part time Library Assistants were hired from the monitors/seasonals positions with more hiring to do.

Technology Report

Judi stated the library is looking at managed Wi-Fi which will allow reporting the people using the Wi-Fi internet, it won't move forward until there is a full cost estimate. The library will be starting to email overdue notices after the Sirsi upgrade is done. Renee stated she had a complaint from a Senior stating

they should have priority on the list after she was told 300 people were ahead of her. Judi stated that there may be 70 copies of it and they would not have to wait for all 300 people to get it first. The library has multiple copies of one item and there is a holds ratio for every 6 holds the library buys another copy. Judi stated they try to move the holds along as fairly as possible. Renee stated there should be publicity about it. Barbara Bateman suggested that some libraries have books to rent to offset the cost of the book. Judi stated the library used to have rental books however the patrons weren't happy with it so they have "Lucky Day" books and DVD's. If you see it you can borrow it; there are also eBooks and Large Print that can be put on hold. Renee recommended seeing all the policies for the July meeting.

Judi stated the library has purchased Lynda.com that offers courses in technology training allowing 75 people to use it at the same time. It can be accessed from a home computer. She stated if the grant is still available from the State of New Jersey this database will be may help in getting the grant. The library has also launched an online book club reservation system.

Facility Report

Judi stated the Master Gardener's improvement to Eastern Branch looks wonderful stating that Renee sent a letter with the fund amount to Janet Dill of the Master Gardener's, a thank you note was also sent to the new maintenance person for watering the area.

Freeholder Burry stated in the capital budget a canopy is being constructed for Eastern Branch.

Program Report

Judi stated the Dinosaur program was wonderful. Renee stated it featured a huge dinosaur - 18 feet long; there were about 90-100 people in attendance.

Nancy Grbelja discussed Horse Month and the documentary *Riding My Way Back* about a returning soldier who becomes suicidal and with the help of a horse he is brought back to a better place in life. The screening will be at the Headquarters library. She also stated the Monmouth County Parks offers a similar program of horse therapy.

Renee Swartz congratulated Judi and wished her well with the offer stating she worked hard to prove she could do it. She further stated that Judi has moved the library forward over this past year even with adversities and restraints.

Motion was made by Nancy Grbelja to adjourn, seconded by Grace Abramov, unanimously approved.

Meeting adjourned at 3:02 pm.

The next meeting is July 14th, 12:00 pm at the Wall Township Library. [subsequent to the public meeting - changed to August 11th, 12:00 pm at the Eastern Branch.]

Submitted by Susan Domas