

Monmouth County Library Commission Minutes
June 7, 2016
Eastern Branch, Shrewsbury

Present: Chairperson Renee Swartz, Commissioners Don Burden, Jim Gray, Frank Wells, Library Director Judi Tolchin and Assistant Library Director Heidi Amici.

Absent: Freeholder Lillian Burry, Commissioners Grace Abramov, Peter Doyle, Nancy Grbelja

Guests: Teri O'Connor

The meeting convened at 11:15 AM

Renee Swartz opened the meeting of June 7, 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 webpage the date, time, and place of the meeting."

Everyone recited the Pledge of Allegiance.

Renee thanked Teri O'Connor for being at the meeting and showing her support.

Renee thanked Don for doing the minutes for the executive sessions and mentioned that Freeholder Lillian Burry was apologetic that she couldn't attend the meeting because it was Primary Day.

A motion to accept the regular meeting minutes and executive session minutes from the May 2nd and May 10th meetings was made by Commissioner Wells and seconded by Commissioner Gray, unanimously approved.

Chairperson Swartz began the meeting by discussing the scheduling of a summer meeting for the Commission. Renee said the Commission would be expecting a return from the internal review as recommended by the Ivy Group to renovate the Headquarters building.

A motion to schedule the next Commission meeting on July 12th at 10:00 am at the Headquarters Branch was made by Commissioner Gray and seconded by Commissioner Burden, unanimously approved.

A motion to have an Executive Session at the Commission meeting on July 12th was made by Commissioner Gray and seconded by Commissioner Wells, unanimously approved.

State and National Report:

Renee spoke about the New Jersey Center for the Book being invited to celebrate the 250th anniversary of Rutgers at the Newark campus. She said that they did their annual requirement from Library of Congress, which is a reading and writing initiative that is a contest and that they have been picked as the national winner four times.

Financial Report:

Director Tolchin shared the financial report for May 2016, which reflected the following expenditures: \$462,898.31 was spent on salary and wages with a year to date total of \$2,324,500.89. Other expenses for May were \$163,441.93 with an additional \$64,735.58 encumbered. This results in a total of \$1,158,844.18 year to date which is reflected in the Financial Report. The combined year to date spending totals \$3,483,345.07 applied to the adopted budget. As of the end of May \$1,045,438.56 remains in the reserve budget. Additionally there are \$22,057.45 in charges that are encumbered and there are a number of invoices coming forward.

A motion to accept the May financial report was made by Commissioner Gray and seconded by Commissioner Burden, unanimously approved.

Teri O'Connor spoke to the Commission about how the County IT Director did an assessment of Eastern Branch and Headquarters and he is putting together a report about how County IT can help the library. Judi said they will work together to come up with a technology plan for the library. Renee said she thinks the Library Commission did a very clever thing by making the assistant library director a person that is all about technology and said that Heidi has done so much with so little. Renee noted that is nice to have County support. Judi said they have always been a great support.

Director Tolchin said there are 12 positions to fill of which 5 are full time and that she has reached out the Dean at Rutgers for recommendations of recent graduates that meet the job requirements. Judi said the County is very helpful with the library's personnel needs and very instrumental in the reference checking that they do.

Teri said that the design for the bathrooms at Headquarters is in the capital budget. She said that she checked on the elevator issue and couldn't find any record of complaints with Buildings and Grounds so that won't be included in the capital program. Renee asked about having the steps in the back fixed. Commissioner Burden mentioned the importance of railings and ADA compliance and accessibility. Judi mentioned that Buildings and Grounds painted the stalls and stripped the floor and cleaned up the bathrooms so they are more acceptable until the capital program is ready to move forward. Chairperson Swartz thanked Teri for coming to the meeting and noted that this discussion had been very helpful.

Teri O'Connor exited the meeting at 11:50 AM.

Director's Report:

Director Tolchin spoke about the information that Muriel sent about the “Monmouth County Library in the Palm of Your Hand” campaign. She said the campaign will be promoted in local media sources including newspaper, TV, and radio and that the Freeholders will issue proclamation to launch the effort with the endorsement of the Commission. Director Tolchin said that she thinks the campaign will be award worthy. Chairperson Swartz said she thinks the Library Commission should endorse the campaign before the Freeholders do.

A motion to approve the Monmouth County Library in the Palm of Your Hand campaign with the goal of achieving the John Cotton Dana Library Public Relations Award was made by Commissioner Gray and seconded by Commissioner Wells, unanimously approved.

Director Tolchin mentioned that she was invited to a dinner with IEEE and was presented with an award for renting out the meeting rooms at the library to IEEE. Renee said that a picture of that should be in the newspaper. Judi mentioned the Allen House program on July 4th and noted that Commissioner Burden was instrumental in bringing the program about. Renee asked when the annual report would be ready. Judi said it was ready but the Library Art Department doesn't have glossy paper that would work with their printer. Judi noted that Food for Fines collected 9,125 lbs. of food enough for 7,605 meals and 4.6 tons and forgave \$7,600 in overdue fines.

Commissioner Burden asked if Muriel has been in contact with anyone at Comcast or other TV channels to promote library programs. Renee said she would happy to speak about the library on TV on a regular basis. Judi said that Rick Brancadora will do some outreach about television spots.

Branch and Member Report:

Director Tolchin reported that Holmdel is moving forward with their library and that Monmouth Beach was looking to open their facility potentially by the anniversary of Superstorm Sandy. Judi shared a letter from EB patron thanking the staff and noted that 5 staff members attended the NJLA conference and that there had been customer service training for staff. She also acknowledged the landscaping work that Shade Tree did outside at the Eastern Branch and said they will continue to do work on landscaping.

Technology Report:

Assistant Director Heidi Amici spoke about color printing at Headquarters and Eastern Branch and explained that the color printers themselves are not expensive, but the ink is very expensive. She said that this summer the library will install mobile printing so patrons will be able to print from their phones and iPads. Other ideas she discussed included coin operated printing, laptop rentals for patrons, and a new app that includes a digital library card with a barcode that can be scanned. Heidi explained that the new catalogue is ready to launch and gave a tutorial on how to

use it. Renee suggested doing a technology open house coupled with another library program to keep the public aware of technology advances at the library.

A motion to approve the expenditure of \$60,000 for the purchase of catalogue kiosks was made by Commissioner Gray and seconded by Commissioner Burden, unanimously approved.

Assistant Director Amici spoke about the network conversion said the Headquarters library is off the County network and is now on cable. The wireless is off the County network, just phones and time clocks remain on County network. Renee said she would like a list of all the technology advances that are in the works. Renee showed Heidi a list from Charlie Gross of recommendations of what he thought would be the way technology should go, which she addressed. Heidi talked about how the library is leasing extra copies of popular books so that the library isn't left with too many copies of books once they are less popular. Renee said that is very efficient and shows good management.

Chairperson Swartz said the West Law Library has proven to be an invaluable service for patrons of the library over the years as a reference center.

A motion to approve the expenditure of \$40,000 for the West Law Library was made by Commissioner Gray and seconded by Commissioner Wells, unanimously approved.

Renee mentioned Bruce Springsteen's upcoming book "Born to Run" and asked Commissioners to look into any connections they may have with him.

Executive Session convened: 1:05 PM

Executive Session adjourned: 1:30 PM

Judi said that the copier downstairs is on its last leg and explained different leasing and purchasing options to the Commission and said she would report back with more information at the next meeting. Director Tolchin also mentioned automatic renewals for books that are no on request, which would boost circulation. Jim said it sounds like it will improve customer relations.

Commissioner Wells motioned for adjournment at 1:32 p.m., seconded by Commissioner Gray, unanimously approved.

The next meeting will be held on Tuesday, July 12th at the Headquarters Branch in Manalapan at 10:00 AM.

Submitted by Rachel Casey.