

Monmouth County Library Commission Minutes

June 20, 2017

Eastern Branch Library

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

Absent:

Guests: Muriel Smith, County Administrator Teri O'Conner, Director of Public Information Jennifer Nelson, Headquarters Chief Librarian Donna Mansfield and Renee Moore.

The meeting convened at 11:15 am.

Chairperson Renee Swartz opened the meeting of June 20, 2017 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.

Mrs. Swartz acknowledged that all present had received the minutes of the previous meeting, and asked if there were any additions or corrections. Mrs. Swartz indicated a correction on page 3, and no other corrections were made. Renee Swartz welcomed Freeholder Director Lillian Burry to the meeting, stating how glad she was that Freeholder Director Burry was able to attend.

A motion to approve the open public meeting minutes of May 23, 2017 as amended was made by Peter Doyle and seconded by Frank Wells; Nancy Grbelja, Grace Abramov and James Gray abstained from vote. Motion approved.

A motion to approve the closed executive session meeting minutes of May 23, 2017 was made by Peter Doyle and seconded by Don Burden; Nancy Grbelja, Grace Abramov and James Gray abstained from vote. Motion approved.

State and National Report

Renee Swartz recommended the scheduling of a special August meeting, due to the fact that September would be a busy month for the library in regards to projects, programming and Capital expenditures, and advised that an additional meeting would allow the commission to get up to speed and hopefully ahead of schedule come fall. She also stated that having this meeting would allow them to consult with Stewart Fife of Library Interiors before September, and ask him to attend to share his ideas to advance the project. It was decided that the meeting would take place on Tuesday, August 8th. Mrs. Swartz mentioned that the commission had been invited to hold the meeting in Howell, and regrettably were forced to decline previously. She suggested that an attempt be made to schedule the August meeting in Howell, at 10:00 AM.

Judi Tolchin stated that she was in the process of reaching out to Howell to make sure that their meeting room was available for that date and time. Judi suggested that, were they unable to meet at Howell due to scheduling difficulties, that the meeting be held at Headquarters in case there were any questions about the facility in regards to the upcoming renovation. Renee Swartz agreed that, if at all possible, the meeting would be held in one of the two meeting rooms at Howell. However, were it impossible, the meeting would be held at Headquarters.

Judi Tolchin confirmed the plan to meet in Howell library, or Headquarters if the space cannot be provided, on Tuesday, August 8, at 10:00 AM.

A motion to hold a meeting and an executive session on August 8, 2017 at 10:00 AM in either Howell or Headquarters was made by James Gray, seconded by Peter Doyle; unanimously approved.

Freeholder Liaison Report

Freeholder Director Burry welcomed County Administrator Teri O'Conner and introduced Jennifer Nelson, Director of Public Information. Freeholder Director Burry invited Jen Nelson to introduce herself. Jen Nelson shared that she was pleased to join the meeting, and very enthusiastic about becoming more involved with the library and its programs. She stated that she would be glad to play a part in supporting any programs, and would appreciate her office being contacted in regards to putting together press releases and quotes for the events. Teri O'Connor asked that Jen be introduced to the Public Information Officer, and Judi Tolchin introduced Donna Mansfield, Chief Librarian in charge of public relations.

Teri O'Connor stated that the Board of Chosen Freeholders would be considering the county's 2017 capital budget for introduction on Thursday, June 22. She stated that the county had received requests for \$93 Million, and that they have the funds available to bond for \$60 Million. The Board of Chosen Freeholders had to look at the list and see which items could be broken down over a number of years, as she had spoken of during the May meeting, for two, three, or four years. The request that the Board of Chosen Freeholders had received for the Headquarters renovation was \$1.9 Million. Stipulating that the Board of Chosen Freeholders must first introduce and adopt the plan, Teri O'Connor shared that, as of now, the plan would grant the library \$1 Million for 2017, \$500,000 in 2018, and \$400,000 in 2019 for this specific renovation project. Teri O'Connor suggested that, going forward, the commission look into what other capital projects may be out there that could be integrated into the general requests. She also stated that money would be available at the beginning of August to start the project.

Peter Doyle asked if the projects under the Buildings and Grounds divisions that had requested funding had been approved and funded, specifically including the Eastern Branch canopy, maintenance of signs, and the Headquarters bathroom update. Teri O'Connor replied that, yes, these projects are covered under the Buildings and Grounds capital requests.

Nancy Grbelja shared her concerns that breaking the renovation project up over 3 years would involve much unnecessary disruption, and that it would be more feasible to have it broken down over one or two years. Teri O'Connor stated that, while she is unable to say for sure what funds will be available in 2018, there was always a chance that if it was a good year there may be more capital available.

Nancy Grbelja asked if it was at all possible that the full \$1.9 Million be granted in 2017, to which Teri O'Connor suggested that they make a request for that. Nancy Grbelja brought forward the fact that the library has not requested funds for any capital funds for projects in recent years. She shared concerns that the project would need to be started and stopped, then taken up again when more funds were available, and that phasing the Headquarters renovation over the 3 year period would cause an unnecessary amount of disruption in the library.

Teri O'Connor shared that, in 2010, the capital and operational budgets were separated, and that this year, the two budgets would be put back together, and that budgets would be worked on beginning in August,

much sooner than they had been in recent years. She stated that the money would not be available until the fall, and that she was hopeful that the next restructured capital round would be in by April.

Grace Abramov asked if the schedule of the Headquarters renovation was finalized yet. Nancy Grbelja stated that there were not many renovations planned for the Headquarters building itself, rather that the renovation would be based on a redesign based on the purchase of, for example, shelving and furniture, and that only a minimal amount of the allotted budget would go into, for example, changing permanent structures such as walls. Nancy Grbelja reiterated her suggestion that they had asked for more than \$1.9 million, as much of the budget would go to furniture, shelving, and carpeting. Nancy Grbelja stated that it would be unfortunate if they were, for example, forced to put down carpeting, and then wait a substantial amount of time before adding new furnishings.

Teri O'Connor suggested that the carpeting budget may actually be covered under Buildings & Grounds. Judi Tolchin stated that she believed carpeting to be part in parcel with the \$1.9 Million capital request, unless it was separated out after the fact. Frank Wells asked Judi Tolchin whether the renovation of the steps to the Headquarters parking lot were a part of the \$1.9 Million budget. Judi answered that the brickwork steps in the back of the library had already been redone as a part of Buildings & Grounds. Nancy confirmed that the \$1.9 Million renovation was only for the interior of the library, including mostly cosmetic renovations to the main floor of the library and some minor work in the downstairs area.

Grace Abramov stated that she recalled Craig Marshall suggesting that the capital budgeting be done on a three-year basis, so that they could bond for three years at a time, costing the county less money in the long run. She reminded the commission that the \$1 million budget for 2017 is not the full amount, and that there would be more to come in the following years. Teri O'Connor agreed, and stated that she would be surprised if the commission were able to spend the full \$1 million before 2017 was over. Judi agreed that it would be difficult to pick everything out in the remaining months of 2017. Teri also stated that, as the budget for 2018 would hopefully be going through in April, the second installment of payments would come in almost concurrently.

Don Burden asked if the bonding bill currently on the house floor would be of a benefit to the library for these projects. Judi Tolchin confirmed that the NJ Library Construction Bond Act that the commission supported and sent letters to legislators in support of would certainly help us in the project. Were it to succeed, the library would be able to ask for partial funding from them, for which they would match. Don

Burden asked if, as the library was to receive \$1 million in 2017, the bond act would allow that to be matched, and Judi confirmed that was possible depending on timing. However, she stipulated that the timeliness of the availability of funds and the possibility of voters not approving of the legislation were possible impediments, though it had advanced in the New Jersey legislature. Renee Swartz asked what the percentage would be that the coalition would match, to which Judi Tolchin replied that she believed it to be 50/50, and that they were asking for \$125 Million in bonds statewide. Peter Doyle asked if we had already sent messages in support of this bill, and Judi Tolchin replied that, yes, we had sent letters and made calls to each of our legislators. Peter Doyle asked if it would be appropriate to ask the Freeholders to reach out on our behalf, to which Freeholder Director Burry replied that it would be appropriate and that it would be done. Renee Swartz reminded the commission that, while it was important to support this effort, the bill has been in the works for many years, and while it would be a wonderful boon, it would be remiss to pin hopes or plans upon the bill's approval. However, she acknowledged that the commission should be vigorous in supporting the effort.

Renee Swartz stated that it would be very difficult to start a project- which, in the scope of all county projects, would be relatively small- only to phase it through a three year period. She stressed that it would make a big difference to be able to complete the project all at once, rather than stretching it out over three years, which, by the time it would be finished, would no longer seem like a full renovation, as the large amount of traffic and usage in the library would make it no longer seem fresh. However, if it must be the case, Mrs. Swartz hoped that the second installment would be soon enough that it would be a relatively seamless transition.

Nancy Grbelja asked if the first round of funds would be available in August, and the second phase in April, which Teri O'Connor confirmed. Don Burden asked what the time frame would be going forward. Teri O'Connor replied that the best course of action would be to ready the plans now, including all preliminary paperwork and processes with legal and purchasing, so that it would be all ready to go once the money was available to be spent.

Peter Doyle stated that the full project cost would be \$1.9 million- however, as only \$1 million would be allocated for 2017, the library can only bid with the \$1 million. He stated that we would need all of the money to be dedicated before the bid went out for the whole project.

Teri O'Connor suggested that if help was needed with the fees, someone from engineering would be available to help, which Judi Tolchin voiced her appreciation for. Judi Tolchin also asked if it would be possible to use any of the existing budget for things like furnishings, or would that not be recommended. Teri O'Connor replied that she was unsure. Judi Tolchin stated that, as a part of the original project, she had allocated some of the existing budget for furnishings. Teri O'Connor replied that, if the budget was separate from the capital budget, it could be spent just like the operating budget.

Don Burden stated that it would be very important to get all of the preliminary work done immediately in order to be ready when the funding arrived. Renee Swartz suggested having a meeting in August to ensure that everything is prepared and ready to go. She stated that a good part of the work was finished in selecting who would be the company to work with, Stewart Fife representing **Library Interiors**, who was introduced in an initial meeting, and then presented as the best offer to the commission in the April meeting. Judi Tolchin stated that the adult room should be where the initial focus would be spent, as it had not been renovated in recent years, whereas the children's room was given some changes when renovated in 2000, though it does certainly need updating as well.

Renee Swartz stated that the consultant made a point of stating how much a renovation was needed in the library, as it had not been updated since it was built in 1988, and how important it was that the library be brought into the modern world, and into the future. Don asked whether it was known when work would begin on the bathroom facilities. Teri O'Connor replied that she would look into it.

Peter Doyle asked Teri O'Connor if it was at all possible to use the existing surplus, currently being used for operational needs over time, thereby having \$1.9 million up front to offer, and then have the bonding replenish whatever surplus was used. Teri O'Connor replied that Craig would be able to answer that question, and that she would ask him.

Renee Swartz brought up the fact that, by utilizing **Library Interiors**, many of the electronics would be built into the furniture, which would require much of the preliminary work being done beforehand. Heidi Amici agreed, stating that, as a result of that, it would be likely that furnishings, electronics and carpeting would need to be completed concurrently, so as not to run the risk of going back to fix or add to work already completed. Grace Abramov suggested that the vendor be asked to provide the bid, including a recommendation of ordered phases to complete the project.

Don Burden stated that, were the library to choose to bond, the rates were currently very low, and that as a result it should be done soon. Peter Doyle stated that the decision to bond had already been made, but the idea of using the surplus for some of the furnishings.

Renee Swartz suggested that the budget must be looked over, as there may be possibilities to utilize existing funds. Peter Doyle agreed that, as Judi Tolchin had pointed out, there are already funds in place for dealing with normal wear and tear. Peter Doyle would have liked to be able to augment the capital funds with existing funds, so that the project could be completed at once, and then the money be replenished as needed. Nancy Grbelja stated that it would not be possible to bond for items that had already been accomplished and paid for with surplus funds. Renee Swartz stated that these were valid concerns, and must be investigated before the meeting in August so that a plan could be formulated and ready when the funds were available.

Grace Abramov asked whether there would be steps broken down in regards to funding- IE wiring must be done first and costs \$X, furnishings must be done seconds and cost \$Y. Teri O'Connor replied that the department was responsible for breaking down the work to be done and submitted as a part of the project schedule. Teri O'Connor added that bonding must be done for a project, not to replenish used surplus funds, as any bonding must be put in front of a public hearing for the public to comment on.

Renee Swartz praised the board for their planning and ability to move forward with the project and preparing it for the capital expenditure. She also stated how important it was to use the summer to get everything prepared, so as to hit the ground running when the funds became available. She stated that it was important to contact Stewart Fife of **Library Interiors** for a prioritized list of steps moving forward.

Teri O'Connor asked if the project manager had been officially retained. Judi Tolchin replied that he had not yet been officially retained. Teri O'Connor stated that retaining the project manager would be the first step that must be taken.

Nancy Grbelja asked Teri O'Connor what she suggested the final date be to have the project ready to go, so that when funding becomes available the project can be started immediately. Teri O'Connor replied that the project should be ready as soon as possible. Nancy Grbelja stated that the project manager should be retained before the next commission meeting in August. Don Burden suggested meeting in July in order to have more time to work on the details and get the project ready to go. Renee Swartz agreed.

Nancy Grbelja stated that, in order to have everything ready to go by August, that all of the work needed to be done immediately, and that a finalized document should be put in front of the commission on August 8th to approve.

Freeholder Director Burry suggested that a sub-committee meet in July, and Nancy Grbelja agreed. Don Burden stated that the proposal should be put before the commission before August 8th, so that they would have time to look it over. Freeholder Director Burry suggested that Don Burden be a part of the sub-committee.

Renee Swartz stated that, as Teri O'Connor's presentation made it clear that time was of the essence, a meeting in July would be necessary in order to get everything done by August, and that a sub-committee would meet in the interim. Renee Swartz suggested a full commission meeting on July 18th, at 10:00 AM at Headquarters as Stewart Fife may need to present to the committee.

Heidi Amici stated that she had confirmed with Howell, and that they were available to host the meeting on August 8th at 10:00 AM. Renee Swartz confirmed that the August meeting would be in Howell, and that before the July meeting, the sub-committee would meet and contact Stewart Fife to see if he could attend. Nancy Grbelja agreed that the sub-committee would meet before the July commission meeting, and draw up a plan which could be revised by the full committee at the meeting. Teri O'Connor asked if the commission went through a competitive process to find the project manager. Judi Tolchin replied that the project manager was a state contractor, as is the carpeting company that was contacted.

A Motion to hold a public meeting on July 18th, 2017 at 10:00 AM was made by Nancy Grbelja and seconded by Frank Wells; unanimously approved.

A Motion to hold a closed executive session on July 18th, 2017 was made by Nancy Grbelja, and seconded by Frank Wells; unanimously approved.

Renee Swartz stated that the time and date of the sub-committee meeting would depend on the availability of Stewart Fife. Nancy Grbelja stated that, in order to retain the project manager, three quotes would be needed- she suggested that the three quotes be acquired before the July meeting. Judi Tolchin stated that she would work with purchasing to acquire those. Nancy Grbelja also requested that, before July 18th, a

meeting be scheduled with Stewart Fife. Judi Tolchin mentioned that not all of the renovation aspects need be determined with Stewart Fife, such as sub-flooring electrical work.

Teri O'Connor asked who gave the \$1.9 Million proposal to the commission. Judi Tolchin replied that she had put the proposal together. Teri O'Connor asked who would be in charge of the carpeting and electrical, if not the project manager. Judi Tolchin replied that Stewart Fife would coordinate with the carpeting vendor who is also a state contractor. Nancy Grbelja asked who would be in charge of the electrical sub-flooring. Don stated that the project manager should be in charge of all aspects. Freeholder Director Burry asked if we had a proposal in writing from Stewart Fife. She requested a full contract of his responsibilities, which the commission would then accept or deny. Judi Tolchin stated that she would reach out to Stewart Fife.

Peter Doyle asked who would be a part of the sub-committee. Renee Swartz stated that the sub-committee still needed to be decided upon. Don suggested that the sub-committee that was already in place for the previous aspects of the project could be used again. Renee Swartz stated that the sub-committee would again consist of herself, Nancy Grbelja, Don Burden and Freeholder Director Burry. Nancy Grbelja reiterated that a sub-committee meeting with Stewart Fife was needed, and that he would need to present the committee with three things- a contract, a prioritized list of what must be done, and a budget plan for the first \$1 Million phase of the project which the sub-committee would then review and fix if need be and develop a proposal to retain him and issue the contract.

Renee Swartz stated that, while the project manager was chosen after presentations by three separate contractors, he was not yet retained because the funding had not been approved.

Freeholder Director Burry asked whether Stewart Fife was the project manager or the vendor. Nancy Grbelja stated that he was both, and would oversee the project and bring in other vendors for carpeting, electricity, furniture, etc. Freeholder Director Burry stated that it would be vital to have a written contract to know Stewart Fife's exact responsibilities. Renee Swartz reminded the commission that, until this meeting, the budget had not been decided upon and so no movement to retain the project manager could have been made. She stated her appreciation for Teri O'Connor's presentation and of Freeholder Director Burry's attendance.

Freeholder Director Burry introduced the topic of the Holmdel library. Judi Tolchin introduced the Holmdel Library branch manager Karen Nealis. Karen Nealis stated that there was much pressure for the Holmdel library to be moved into the Bell Works building and open in October, even if it would only be a soft opening. She shared that she had received designs from the architect and that most decisions regarding furnishings had already been made, but the entry date has been compressed by the township. Karen Nealis stated that Holmdel was also working with Stewart Fife and recommended him highly. She stated that the Holmdel library furniture estimate had been submitted to Holmdel Township and had been entered into the agenda for the next township committee meeting, and much to be ordered as soon as possible. Shelving has been designed and will be ordered after the quote comes in. She stated that asbestos removal had finished, and that construction would begin the following week.

Karen stated that there were questions regarding the physical move of the library, and that the township and county had disagreed on this point. Renee Swartz stated that the county has never paid to move a library- the county is responsible for stocking and staffing the library, but the responsibility of moving lies with the municipality. Ownership, maintenance and building of the physical structure would not be a responsibility of the county.

Judi Tolchin stated that the county would be responsible for moving the computer equipment that the county had stocked the library with, which would be moved by the Monmouth County drivers, but as far as the library books and magazines, and other equipment belonging to the township- such as photocopiers- those would be the responsibility of the township to move. Karen Nealis stated that the mayor of Holmdel had asked for a recommendation for movers through Stewart Fife. Judi Tolchin stated that there would be about 51,000 items to be moved from the current Holmdel library to the Bell Works building. With a rough estimate of 30 items per box, she suggested that about 1,500 boxes would need to be moved. Judi Tolchin stated that this issue would not only affect Holmdel, but also Oceanport, and any other library that may choose to move in the future, which it is why it is an important thing to address. She stated that the precedent had been set that, should the township choose to move their library into another building, the county would be responsible for moving computer equipment belonging to the county, but all other physical materials would fall under the jurisdiction of the township.

Frank Wells asked to whom the books in the branch libraries belong to. Judi Tolchin stated that the responsibility of the books is questionable, as they belong to the library, but the past procedure has been that the county has never moved the books of any other library. Frank Wells asked if a professional

moving company had to be used. Judi Tolchin replied that a professional moving company should be used, as the large collection of books must go back on the shelves. It would be important to minimize staff time used to get books back on the shelf in an organized manner. Renee Swartz stated that there was a very tricky overlay of responsibilities involved in the issue of moving, and that there needed to be a clear differentiation of responsibilities, as the county has never moved a library in the past, and a precedent had been set. She stated that Holmdel was lucky to get such a wonderful deal with the Bell Works building, and that the mayor, freeholder and community should use their resources, as the county library has much more limited resources. Karen Nealis stated that she believed that the township was understanding, especially since the mayor had recently asked her for a recommendation for a moving company. Renee Swartz stated that the commission was delighted to have the Holmdel library operational soon, as it would be a great addition to the system.

Judi Tolchin brought up the fact that the hours at the new Holmdel branch had to be considered. The current hours for the Holmdel library excluded Monday morning hours, and with the move to a new facility that may be busier on Monday mornings, they should begin operating hours first thing Monday morning. Judi Tolchin also stated that it may be unnecessary to expand hours other than on Monday mornings, considered at such time as it is seen whether the new location boasts higher traffic at different times, at which time hours could then be expanded. Renee Swartz asked if Monday mornings were typically a busy time for the library, to which Judi Tolchin replied that yes, at Headquarters it is a very busy time, especially for returns. Heidi Amici suggested that she would be able to choose a comparable library, such as Hazlet, and see what the circulation by hour would be for the hours in question, which Renee Swartz agreed would be a good idea. Judi Tolchin stated that the new Holmdel library would have a different traffic pattern from other comparable libraries, as it would be situated within a mall. As a result, since businesses nearby would begin their hours early on Monday mornings, it would be a good idea to start library hours early as well. Renee Swartz suggested changing the hours on Monday morning, and that the hours could always be adjusted again if necessary.

Peter Doyle asked if the new Holmdel library would include a counter. Judi Tolchin replied that yes, there would be a counter in every library, although she stated that she would reassess the current counters, as a number of malfunctions had been reported. She suggested that there may be reason to move on to a different company for counters going forward.

Director's Report

Judi Tolchin stated that the Headquarters parking lot renovations were nearly complete, including an awning over the book drop and the addition of flags in front of the building. She stated that she would be sending off the letter once everything was complete that had been requested of her last meeting. She shared that she attended the Sea Bright Library wine & cheese fundraiser on June 24th to represent the Monmouth County Library.

Judi Tolchin shared the statistics of the Oceanport library with the commission as had been requested, stating that they were quite a popular story-time library, offering many children's programs, and fell in nicely with the other comparable small libraries, no less or no more. Oceanport's circulation was 21,032, or 12 items per hour, which made them the lowest circulating library, but of their children's programs, 2,201 patrons had attended the 197 programs that they had put on. Comparably, West Long Branch had 2,084 attendees for children's programs, Holmdel had 1,887, and Allentown had 1,992. Renee Swartz stated that having another branch so close to Eastern Branch, particularly a low circulating library, may be redundant. Freeholder Director Burry stated that the township is proud to have a new library. Renee Swartz stated that the new Oceanport library would have been a more sensible acquisition were it to boast a larger performing arts space.

Judi Tolchin stated that the Manalapan Democrats had requested to utilize the Headquarters meeting space. She stated that staff are unable to limit free speech in the library as it is a limited public-use space, but it can be requested that the publicity is run past staff to approve before it is distributed, as the library is being utilized, and it must be clear that the views being presented are not the views of the library. People must be allowed to meet in the library and discuss anything, government included, just as the Girl Scouts or Boy Scouts are allowed to meet. Judi Tolchin presented the proposed publicity to the commission, which agreed that it was inappropriate. Teri O'Connor called County Council in regards to the publicity.

Donna Mansfield stated that the Manalapan Democrats requested to meet on July 6th, to which she replied that publicity would need to be approved by the library before it was disseminated, and must include a disclaimer stating that permission to hold a meeting at the library does not equal endorsement by the library. County council requested to see the publicity, in case they may incite danger. Judi Tolchin stated that a limited public forum allows the space to be used for peaceful protest. Renee Swartz stated

that programs with the capacity to become violent should warrant a law enforcement presence for safety. Frank Wells stated that the visiting group should be required to provide security. Judi Tolchin stated that if a policy were put into place that required the Republicans or Democrats to provide security for their events, then that policy would also require the Girl Scouts and Boy Scouts to provide security.

Renee Moore, West Long Branch resident and Monmouth County Library patron introduced herself. She suggested that the publicity include a disclaimer statement disclosing that the library did not endorse the meetings. She also suggested that all organizations sign an agreement saying that they agree to conditions when utilizing space, such as non-violent participation. Judi Tolchin stated that these are already required. Renee Swartz suggested that County Council provide a review for all events.

A Motion to have County Council review the policy regarding meeting room use, and that along with revisions to policy, publicity be submitted was made by Nancy Grbelja and seconded by Frank Wells; unanimously approved.

Financial Report

Judi Tolchin submitted her financial report to the commission. \$440,384.41 spent in salary and wages; \$163,509.38 in other expenses for a monthly total of \$603,893.79. Year to date total expended \$3,172,550.89, additional \$78,207.47 encumbered for a total of \$3,248,287.22 charged year to date. \$1,541,884.96 remains unexpended in the reserve budget. The financial report also included charges posted to the grant budgets including Career Connections and the donation for the Chinese Collection. The donation has been fully utilized completing the \$500 grant established. Judi submitted the financial reports into the meeting record to the commission for their approval.

A motion to accept and approve the May 2017 financial report was made Nancy Grbelja and seconded by Peter Doyle; unanimously approved.

Judi Tolchin submitted a voucher for 60 Dell computers for approval with items purchased and charged to the 2016 budget.

Motion to approve the voucher for non-library materials in excess of \$10,000 in the amount of \$56,118 for 60 Dell computers as previously approved by the Commission made by Frank Wells and seconded by Nancy Grbelja; unanimously approved.

Judi Tolchin stated that a senior art show would be presented on August 16th at 10 AM.

Programming & Publicity Consultant Update

Donna Mansfield shared that the Hamilton and Jefferson debate went very well, and Renee Swartz agreed and stated that historical programming with reenactors was a good choice for the library. She asked how the Betsy Ross event went, to which Donna Mansfield replied that about 40 patrons attended. Renee Swartz stated that Donna Mansfield had been doing a remarkable job with programming and commended her. Donna Mansfield stated that the Frankie Valli & the Four Seasons event also had a great turnout of 675 people, which also included four local authors. Renee Swartz suggested having more local author events. Donna Mansfield shared that she had been working on fall programming with a sports theme as was requested, including a local author, motivational speaker and former football player Lee Rubin. Renee Swartz suggested inviting football stars from local schools to attend. Grace Abramov suggested inviting a young woman from Colts Neck who was an accomplished golfer. Judi Tolchin shared that Bobby Rydell would be participating in a book signing on August 15th.

Assistant Director's Update

Heidi Amici stated that a program from the New Jersey State Library on the Digital Public Library of America had been presented at Headquarters the previous week and had been a great success, and that they would be returning in the fall with a larger program. She also shared her hope that the new internet access would be functioning by that time to support the program. Heidi Amici shared that the new library app was almost finished, and that publicity such as posters and bookmarks were being created. Beacons were also being placed in libraries to send notifications directly to mobile devices. Renee Swartz suggested sharing posters on community boards outside of the library.

Heidi Amici shared a recent issue where new wireless signs were causing people to be locked out of cars due to an issue with the car manufacturer. Judi Tolchin realized that the issue only occurred after the wireless sign usage began. Buildings & Grounds investigated and the solution involved ceasing

communication with signs except when updates were being sent. Heidi Amici stated that the new bandwidth initiative was moving forward, and she shared that she believed there to be one Freeholder meeting until approval was finalized. Teri O'Connor stated that it would either be on the next Freeholder agenda or the following meeting on July 13th.

No Closed Executive Session Was Held

Commissioner Comments

Public Comments

Muriel Smith stated that book clubs were the greatest publicity available to the library. She stated that she had spoken to a patron who set her alarm just for book club in order to attend.

Renee Swartz invited Renee Moore to share more of her story. Renee Moore shared that she was a historian and event planner who enjoyed bringing historians, librarians and writers together to discuss American history. She congratulated the commission on the hard work that they do for public libraries as an integral part of the community. The commission thanked Renee Moore for attending.

A motion to adjourn the meeting was made by Peter Doyle and seconded by Frank Wells; unanimously approved.

The meeting adjourned at 1:13 pm.

The next meeting will be on July 18th at Headquarters at 10:00am.

Submitted by Laura Cunningham