

Monmouth County Library Commission Minutes
June 19, 2018
Eastern Branch Library

Present: Chairperson Renee Swartz, Commissioners Don Burden, Peter Doyle, Grace Abramov and Nancy Grbelja. Also present Director Judi Tolchin, and Assistant Director Heidi Amici.

Absent: Freeholder Lillian Burry, Commissioners Frank Wells, James Gray

Guests: Christopher Marion, Glenn Goble, Mike Aravich, Headquarters Branch Manager Donna Mansfield, Eastern Branch Manager Kim Avagliano, and Publicity Consultant Muriel Smith

The meeting convened at 11:23am.

Chairperson Renee Swartz opened the meeting of June 19, 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.

The Monmouth County Library Commission Recognizes Dedicated Volunteer Groups

Renee Swartz welcomed the volunteer organizations who had graciously donated over 100 hours of volunteer service to the library, stating that they were truly the heart of the library. The Commission introduced themselves to the volunteers. Renee shared her appreciation, stating that volunteers exemplified what the library was really about- people helping each other and sharing knowledge. She stated that each group presented another facet of what the library could bring to the community.

Judi read the content of the citation to the volunteers, stating:

“Whereas the Monmouth County Library Commission is proud to recognize those outstanding volunteers whose service was instrumental in providing significant contributions to the Monmouth County Library System and, whereas the Monmouth County Library Commission is pleased to identify those organizations and individuals whose devoted services enrich the lives of patrons and, whereas the Monmouth County Library volunteers and partnering organizations have demonstrated a selfless commitment to the community and, whereas the Monmouth County Library Commission is proud to extend this commendation to the organizations and individuals that warrant attention and gratitude for their continued dedication to the citizenry of Monmouth County, now therefore the Monmouth County Library Commission hereby presents these citations to volunteer groups recognizing the services of their dedicated volunteers, in fitting recognition and heartfelt appreciation of dedicated and exemplary service to the Monmouth County Library system for the benefit of our residents.”

Certificates were presented to the following:

Rutgers Master Gardeners of Monmouth County

Janet Dill, Della Benevides, William Gerth, Diane Larson, Pat Mahon, Peter McIntyre, Nancy Schmaltz, Betsy Wattlely and Kathy Davison

Instructors of the Citizenship Education Classes

Irwin M. Ostrega, Peter Lytell, Murray Blas, Laura Adjangba, Esq, Dr. Kathleen Hardy

Beginner English Conversation Class Instructors

Carolyn Smith, Julie Barron, Vivien Chen, Barbara Moss, and Ranjini Sekhar

Intermediate English Conversation Class Instructors

Phyllis Ostrega, Pat Armhold, Martha Cheslow, Andrea Fox, Amy Horton, Janet Kronisch, Nancy Krosner, Linda Powers and Sherry Boguchwal

AARP Tax-Aide Foundation

Robert Sherman – New Jersey State Coordinator

AARP Tax-Aide Foundation

Robert Kanner – Local Coordinator – Headquarters Library and the countless individuals who gave generously of their time to prepare library patron income tax returns.

AARP Tax-Aide Foundation

Peter Steefel – Monmouth District Administrative and Technical Coordinator and the countless individuals who gave generously of their time to prepare library patron income tax returns.

AARP Tax-Aide Foundation

Kevin Cooney – Local Coordinator – Wall Branch Library and the countless individuals who gave generously of their time to prepare library patron income tax returns.

AARP Tax-Aide Foundation

Peter Matteo – Local Coordinator – Eastern Branch Library and the countless individuals who gave generously of their time to prepare library patron income tax returns.

Chinese Collection Volunteers

Hsiufang Chan, Karen Chang, Lily Cheng, Hsinying Chung, Hsunchi Hsueh, Chieh-Chih Jan, Shu-Yeong Lee, Joan Lin, Sam Lo, Shangyi Lu, Ray Tai, Sufan Tai, Kelly Tso, Tenny Yeh

Literature of World Language Multi-lingual Book Discussion Series Moderators

Dr. Nelly Segal (Hebrew), Manal Stephan and Dr. Hashem Sherif (Arabic), Raisa Silver (Russian), Rose Satz (Spanish), Joanne Villafane and Raffaella Weiner (Italian)

English Conversation/ESL Classes

Chris Vecere and Rebecca Lucas (coordinator)

Learn to Play Bridge

Pat Guadagno

Play Chess, Play 'Go'

Jim Mullanaphy and Robert Keeler

SHIP – State Health Insurance Assistance Program

Harry Scher and Samantha White (coordinator)

Minutes

Don Burden and Renee Swartz recommended that the minutes be more concise in the future. Renee requested an edit to the minutes of May 8, 2018 to make it clearer that the Commission was simply considering the possibility of commissioning a work of art for the Eastern Branch 50th Anniversary Celebration and that no decisions had been made.

A Motion to approve the open public meeting minutes of May 8, 2018, was made by Don Burden and seconded by Peter Doyle. Unanimously approved.

A Motion to approve the executive session meeting minutes of May 8, 2018, was made by Don Burden and seconded by Peter Doyle. Unanimously approved.

Headquarters Renovation Update

Glenn Goble shared his schedule that included milestones, timelines and sequencing. He stated that there had been a combined walkthrough at Headquarters where all of the involved personnel had raised concerns with the electrical engineer. He stated that, in approximately six weeks, the preliminary design would be available for comment for 14 days followed by a final design in two to three weeks. He stated that a Manalapan Township representative had brought forward at the meeting the day before that the township was requiring full compliance to the NJ construction and building code for the glass wall rooms in order to obtain a permit. It was suggested that an architectural review should be expanded to cover the entire project, including HVAC, lighting and more. Chris Marion stated that the Manalapan code enforcement had sent a letter to Mr. Fife stating that a permit would be required for HVAC, exit signs, sprinkler heads, and area free compliance, and requesting that an architect review for full compliance to the international building code 2015 NJ and uniform construction code of NJ. He stated that an architect would be needed to review the plans for proper submission. Renee Swartz asked what timeframe would be given to the architect to complete the project. Chris stated that the timeframe was contingent upon receiving the electrical plans for the lighting fixtures. He suggested bringing in an architect to review the plans of the entire project in an amount not to exceed \$35,000, but stated that the amount would likely not be spent in its entirety. He suggested a meeting in July to make sure that the project was on target with the timeline. He stated that he was interested in receiving board approval before going to the Freeholders. Renee stated that as long as the timeframe stayed in place that it would not be a problem. Chris stated that there would likely be a holdup later on if this was not pursued and code compliance became an issue. He stated that one of the concerns was the sequencing of installation such as furniture, lighting and HVAC. He suggested a special meeting when Mr. Fife returned in July to approve layout. He also suggested a meeting of a core group to talk over code compliance with the architect. Chris stated that if the board was agreeable to certain terms and contracts, then those could be approved so that the lead times for deliveries were taken into account. Don Burden asked who the plan would be open for comment from. Glenn stated that this was referring to electrical issues, load bearing walls, etc., rather than furniture, carpeting and shelving. Chris stated that a more detailed schedule would be appreciated. Renee stated that the Commission was under the impression that the final design had already been decided. Judi Tolchin stated that the walkthrough had brought numerous issues to their attention, such as laptop bars not being visible to staff oversight and that minor

reconfigurations had been made that would impact the electrical and building. Renee suggested another walkthrough to make sure that everything was definitely covered and that no changes would take place after that time. Judi asked Glenn to join them for another walkthrough. Don stated that there would be large events occurring at the Headquarters library in October, such as holiday concerts and Archives Day on October 13. He warned that there may be weather issues later in the year and stated that he was under the impression that most of the construction would be done by that time. Glenn shared the broken down schedule, stating that this meeting would require the Commission to approve the carpeting, glass wall quote and architect to review the plans so that these could be sent to the Freeholders because of the lead time and so that they could be presented at the next Freeholder meeting. Chris suggested that the Commission receive monthly updates of the schedule and that a construction chart be created that would show what was occurring in sequence and could be signed off on by the Commission. Nancy Grbelja suggested that the quotes for the carpeting, glass wall and architectural review be presented to be voted on before it would be presented to the Freeholders. Glenn stated that phase 1 would be completed in October. Renee stated that she would like for all of the approvals to be finished at once.

Nancy requested the job order for Murray Paving and Contracting for the architectural services. Judi stated that the new estimate's not to exceed amount would be \$35,000 so that it would not be necessary to return to the drawing board if unforeseen circumstances occurred.

A Motion to approve architectural review services in an amount not to exceed \$35,000 was made by Nancy Grbelja and seconded by Peter Doyle. Unanimously approved.

Purchase Authorization- Glass Partition Estimate- \$68,031.80

Judi shared that the purchase authorization estimate for the glass partition would be \$68,031.80. Peter asked if this was within the budget and Judi stated that it was actually under budget.

A Motion to approve the purchase of the two part glass partition estimated at \$68,031.80 was made by Nancy Grbelja and seconded by Grace Abramov. Unanimously approved.

Direct Flooring Update

Judi shared that the Direct Flooring quote had been approved for about \$622,000, including the lobby flooring over the tile. However, now it will be part of the separate County managed bathroom renovation and will include the addition of a hard surface flooring to replace the current lobby tile. Judi stated that hard surface flooring from Direct Flooring will now be in front of the circulation desk in place of the hard surface flooring in the DVD room as the shelving will have to be bolted into the floor and carpeting is more forgiving for future modifications when DVDs are no longer part of the collection.

A Motion to reaffirm the approval for the purchase of the carpeting and flooring quote for approximately \$622,000 was made by Nancy Grbelja and seconded by Don Burden. Unanimously approved.

Glenn and Chris requested a core committee meeting on July 17th.

Headquarters Restroom Renovation

Mike Aravich stated that the project would consist of a complete renovation of the two upper level Headquarters bathrooms, including doors, walls, ceiling, lighting, toilets, and partitions. He stated that the drinking fountain would be moved for accessibility, that the partition in the lobby would be removed and the flooring replaced. He stated that a consultant had been retained through the selection process and that Settembrino Architects had been awarded the bid at the May 7th Freeholder meeting. He stated that a schedule for the project was being developed and that it was important to make sure of the details, such as having the correct amount of fixtures as per the building code. He stated that it was anticipated that the project would take four to five months including a bidding period and be finished in the Spring of 2019. The Commission made suggestions for the bathrooms and Chris suggested that the commission come up with a list of suggestions. Mike stated that the Commission would also be able to choose tile and other furnishings. Renee asked if the two capital projects would be completed together. Chris stated that they would be completed simultaneously, but would remain completely separate projects. Peter asked if the money had already been allocated for the project. Chris stated that the allocation had been made for \$252,000 and that the contract had been awarded for \$216,385.

Freeholder Capital Project Approvals

Headquarters Renovation

Chris Marion stated that the total capital moneys for the Headquarters Renovation project were \$977,000 from 2017 and that \$1,497,000 had been added from a bond ordinance to make \$2,400,000 in funds for the Headquarters library interior renovation. He stated that the Freeholders were very supportive of the project. He also stated that the capital project did not include the bathroom renovation, and that while those projects would be occurring simultaneously they would be completely separate.

Eastern Branch ADA Ramp

Chris stated that the total capital moneys for the Eastern Branch ADA ramp were \$147,000 and prior year bond ordinance. Renee asked about the Eastern Branch Canopy project. Chris stated that the capital budget process had been revamped, and that capital project requests would now be submitted for January and February. He suggested that the Canopy project be resubmitted as a new capital project so that it could be discussed.

State & National Report

Renee stated that Lillian Burry would not be present at the meeting. She also congratulated Don Burden on his award as an Outstanding Alumni from Gettysburg College. Renee shared that she would be attending the National Book Festival on September 1st in Washington with the New Jersey Center for the Book. She also stated that the New Jersey Center for the Book had been voted most outstanding out of 52 groups in the country, with nine national essay winners in various age groups.

Renee stated that the library had been left a bequest by the Raffetto family in the amount of approximately \$78,000. Renee suggested that the money could be put towards a piece of artwork for the library. Judi stated that, in the past, bequests to the library had been placed into a grant fund which could be utilized at any time in the future without any restrictions. Don asked if the fund could be placed in an interest bearing account. Judi stated that she would look into it.

Financial Report

May 2018 Financials: Detail Budget, Check Writing, Reserve Budget, & Grant Budget

Judi submitted the May 2018 Financial Report to the Commission including the Detail Budget, Grant Budget, Check Writing, and Reserve Budget wherein the Budget charged year to date was \$3,575,676.05 and the remaining reserve unexpended was \$2,274,694.85.

A Motion to accept and approve the May 2018 Financial Report including the Detail Budget, Grant Budget, Check Writing, and Reserve Budget was made by Peter Doyle and seconded by Don Burden. Unanimously approved.

Indirect Charges Voucher Approval

Judi submitted the Indirect Charges Voucher for \$3,219,830 to the Commission for approval.

A Motion to approve the Indirect Charges Voucher for \$3,219,830 was made by Peter Doyle and seconded by Don Burden. Unanimously approved.

Director's Report

Judi shared that Holmdel Township responded to the letter sent by Renee sharing the Commission's concerns. She stated that the township had requested that inspectors go to the site and investigate the handicapped accessibility. She stated that the Holmdel Branch had received an award from IEEE, and that the organization shared their appreciation for being able to use the meeting room space at the Holmdel Branch Library in the Bell Works building.

Judi suggested changing some of the power outlets in the Headquarters renovation from strict USB to regular power outlets to allow for security, technological advancement, and variety of usage. Heidi suggested that the library purchase more power bricks to circulate to patrons.

Judi shared that the Board of Chosen Freeholders had created a plaque to commemorate the opening of the Holmdel Branch, and that while Buildings and Grounds had agreed to its installation, it was recommended that the township be in charge of installation due to the fact that the library is under the jurisdiction of the township. Renee stated that the plaque was incorrect in stating "County of Monmouth- Holmdel Library" rather than "Monmouth County Library Holmdel Branch". Judi stated that the plaque had been created by the Freeholders and not by the township. Nancy suggested that the plaque should be recreated to state "Monmouth County Library- Holmdel Branch" rather than "County of Monmouth- Holmdel Library". Renee agreed that it should be redone. Judi stated that the Freeholders had already created the plaque and that the cost had already been charged back to the library. She stated that any edits to the plaque would have to be communicated to Freeholder Lillian Burry, who may have commissioned the plaque. Renee stated that it should be required for all branch libraries to clearly display in signage that they were a branch of the Monmouth County Library. Judi agreed but stated that there was no proviso in the agreements stating that it was a necessity for libraries to do this, and that most other branches did not display their title as a branch of the Monmouth County Library. She stated that if the Commission wanted to make it a requirement that all branches incorporate this into their signage then the branch library agreements would have to be officially changed. Renee suggested that a letter be written recommending the plaque to be recreated.

Judi shared that the Sea Bright Library had suffered the collapse of their roof and would not be opening in the foreseeable future. She also shared that Sea Girt Library would be hosting a wine and cheese reception on June 23rd from 5-7 PM.

Career Connections Grant Update

Judi stated that the Career Connections grant had renewed for a third year, for a total of \$300,000 allocated to both Headquarters and Eastern Branch over that time. Judi shared that the two branches were two of only 19 libraries chosen from over 355 public libraries in the state to receive the grant from the New Jersey Department of Labor. Judi shared her thanks to Donna Mansfield and Kim Avagliano for all of their hard work.

Assistant Director's Update

Purchase Authorization- Laptop Computers not to exceed \$37,500

Heidi shared that the library was seeking approval to purchase 50 laptops and cases at a price not to exceed \$37,500 for staff to utilize for programming in branch and member libraries. She stated that having these would make it easy to create classroom settings and bring programs to the public at branch and member libraries. She stated that the library was not yet going to circulate laptops, but that they were looking into utilizing a similar system as the book discussion kits to do so in the future.

A Motion to authorize the purchase of Laptop Computers not to exceed \$37,500 was made by Nancy Grbelja and seconded by Peter Doyle. Unanimously approved.

Purchase Authorization- AWE Early Literacy Computers not to exceed \$17,500

Heidi shared that the library was seeking approval to purchase six AWE Early Literacy Computers at a price not to exceed \$17,500 as they were extremely educational and popular with young patrons of the library.

A Motion to authorize the purchase of AWE Early Literacy Computers not to exceed \$17,500 was made by Nancy Grbelja and seconded by Peter Doyle. Unanimously approved.

Heidi also added that she was looking into purchasing quiet keyboards for the quiet study rooms, hard drive cloners, cable organizers and other small technological devices for the library.

Programming & Publicity Report

Renee asked what date was being planned for the Eastern Branch 50th Anniversary Celebration. Kim recommended two dates- October 7th and October 28th, so that it would not interfere with other planned programs for the month of October. Renee asked if the other programs were related to the celebration. Kim stated that there would be many activities throughout the month including movies, fashion, and a car show. Kim explained that any programming occurring in October would be advertised as part of the anniversary. Renee suggests a concert with the Jersey 4, and stated that Lillian had recommended a Jazz concert. She also suggested an evening event at the library where wine and cheese would be served, incorporating a band and a dance floor. Judi recommended different refreshments as there was a higher liability with alcohol. Donna stated that a large concert would require a sound system, and asked Don if he was in contact with any local vendors who may donate one as well as a stage and chairs. Don stated that he did know

someone. Judi stated that the stage could be brought to Eastern Branch from Headquarters, and suggested choosing a band that would bring their own sound system, similar to Tim McLoone. Renee suggested including a drawing for prizes for children and adults. Donna stated that she would look into either a Jimmy Buffett or Billy Joel cover band for October 28th. Donna also suggested a history talk on Jazz at the Eastern Branch with Jack Livingston. Renee stated that this should take place on Thursday night and include refreshments.

The Commission approved the date of October 28, 2018 for the Eastern Branch 50th Anniversary Celebration.

Closed Executive Session

No Closed Executive Session held.

Commissioner Comments

Renee stated that the security update would be moved to the next meeting.

Grace shared that she had been successful in acquiring a baby grand piano, through donation, for the Howell library.

Next Meeting

A Motion to schedule a meeting for July 19, 2018 at 11:00am at Headquarters was made by Peter Doyle and seconded by Grace Abramov. Unanimously approved.

Scheduling of Closed Executive Session at Next Meeting

A Motion to schedule the Closed Executive Session on July 19, 2018 was made by Grace Abramov and seconded by Don Burden. Unanimously approved.

Adjournment

The meeting ended at 2:10pm.

Next meeting July 19, 2018 at Headquarters at 11:00am.

A Motion to adjourn the meeting was made by Peter Doyle and seconded by Grace Abramov. Unanimously approved.