

Monmouth County Library Commission Minutes

March 16, 2017

Headquarters

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

Absent: Commissioners James Gray and Frank Wells

Guests: Craig Marshall, Interior Designers Charlie Cohen, Nancy Dalzell, and Brad Kingsburg

The meeting convened at 10:20 am.

Chairperson Renee Swartz opened the meeting of March 16, 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.”

A motion to accept the minutes from the February 14th meeting was made by Don Burden and seconded by Nancy Grbelja; approved without changes.

A motion to accept the closed executive minutes from the February 14th meeting was made by Nancy Grbelja and seconded by Grace Abramov; approved without changes.

Renee Swartz was delighted that Lillian will run again for Freeholder and looks forward to many more years of working together.

Grace Abramov motioned to keep the April meeting on Tuesday, April 18 at the Colts Neck Library and was seconded by Don Burden; unanimously approved.

Motion was made to go into executive session by Nancy Grbelja and seconded by Grace Abramov; unanimously approved.

Closed executive session began at 10:30 a.m.

Closed executive session ended at 12:07 p.m.

Motion was made to end executive session and resume the public meeting by Nancy Grbelja, seconded by Peter Doyle; unanimously approved.

Freeholder Lillian Burry stated that National Library week is in April. Food for fines was the kickoff event for the past few years. Last year, \$24,000 was forgiven in fines.

Mrs. Swartz stated that she would like Muriel Smith to write an article about the Food for Fines kickoff event. She also stated that she wanted Muriel Smith to start adding the library branches calendar events into the newspaper for more coverage.

Don Burden stated that the budget hearing is listed as being held at the Shrewsbury Library. The public noticed this technicality and wanted everyone to be aware that the Shrewsbury Library is the Eastern Branch Library.

Don Burden passed out brochures from the Rutgers Master Gardeners that showed the garden in front of Eastern Branch Library. Mrs. Swartz stated that the garden looks beautiful and how wonderful that it was created by volunteers. Mrs. Swartz wanted these brochures to be placed at all library branches.

Renovation Presentation-Creative Library Concepts

Charlie Cohen introduced his two coworkers, designer Nancy Dalzell and Brad Kingsburg. He explained that the company started in 1993. He works strictly with libraries and his company was in charge of design, creation of floor plans, picking furniture, installation and delivery. He is in the middle of renovating the Clifton and Paramus Libraries.

Mrs. Swartz asked Charlie Cohen for a brief overview of what was discussed at the February 14th Meeting. Charlie showed current pictures of the library as a before and the floor plan for the after

design. Charlie went over the estimated budget for the children's section, adult section, technology room, and lobby area.

Brad Kingsburg presented a PowerPoint with pictures from previous renovations and furniture designs that could be used for the Headquarters library. Brad provided various furniture samples such as a modern fusing of wood and metal, and tables with privacy dividers. Don Burden asked if there were power stations inside the table for patrons to charge their devices. Nancy Dalzell stated that the wire in floor comes up the leg and through the table.

Brad also showed the commissioners tear drop tables that can be put together and taken apart. As for a collaboration room, Brad explained having HDMI inside the tabletop that is connected to a television screen. Nancy Dalzell explained that this would be ideal for board rooms, meeting rooms, and a teen space. Café tables were very popular with other libraries and some had games on their table tops such as chess or checkers. Laptop counters were also very popular and can have privacy dividers put into place. Brad stated that he has seen a trend on smaller four person tables.

Don Burden asked if there would be an issue with tables being scratched. Brad stated that they would use a laminate on the tables to prevent scratching. Nancy Dalzell explained that laminate is extremely durable. Nancy stated that marmoleum was similar to linoleum and can look like stone, concrete, or a predetermined color and was very durable on tables. This format was typically used on circulation tables. Don Burden stated that many of the tables shown had sharp corners. He wanted rounded table edges to prevent injury. Nancy Dalzell suggested round tables, especially in the children's section of the library.

Brad explained that there are many different table options to choose from. Boomerang tables that are in a Y shape and easily fit six people. Nesting tables were a good option for mobility and to bring more patrons together. Nancy Dalzell suggested using circular and hourglass shaped tables in the teen area. Assistant Director Heidi Amici asked about stackable furniture that teens can make any design or height. Nancy Dalzell stated that she would be able to order them.

Brad explained the different furniture choices for lounge seating. Curved lounge chairs could be fabric or vinyl. Grace Abramov asked which fabric would be more durable. Nancy Dalzell stated that vinyl is puncture resistant and that she tested this personally. She also stated that many libraries chose to have a vinyl seat with fabric arms and legs. In the main lobby, Nancy suggested booth seating with electric at its base.

Nancy Dazell suggested face out picture book shelves but upon looking at the children's collection she stated that we would not have enough room for the books. Grace Abramov asked if the library needed new shelves and end caps. Director Judi Tolchin stated that the new lower shelves would help with visibility in the library. They would be easier for librarians to see over while at the desk. "A" Frame shelving would bring materials closer to patrons. A new feature was white back painted, or digital photos, on the end panels. Grace Abramov stated that she was worried about the shelves being too low in the adult section. She asked if the shelves could move up so that older patrons did not have to kneel down. Brad stated that this type of shelving has mechanical parts that may be more of a liability and could cause injury.

Don Burden stated that he would like to see shelves for DVDs. Brad stated that browsing boxes are more popular for face out CDs. Grace Abramov asked about DVD space and wanted to know if a DVD carousel would be easier. Nancy Dalzell stated that she wanted to investigate the DVD collection to make that decision.

Brad suggested moving onto desk options. He explained that long straight desks could have a spyrograph design with coriander or marmoleum table tops. Mobile desks would be able to be moved and pushed together, as well as, adjustable. Nancy Dalzell suggested that these mobile desks would be ideal for an information desk. Assistant Director Heidi Amici asked if mobile desks have electricity inside. Brad said that is a feature many libraries have implemented.

Brad also explained the renovation to the children's section of the library. Puddle stools would be ideal for children to sit on, as well as having tables and chairs that would be appropriate for children to use. A Lego/train flip top table with storage bins would be another new feature in this section. Brad stated that there is a very high demand for carpeting with the alphabet and

numbers. Mobile shelves would allow the library to move these shelves to make more space. Built in counters with arts and crafts tables were also very popular in other libraries. Nancy Dalzell explained that color is essential in a children's area to make it more fun. Nancy stated that she wanted to remove the mural at the entrance of the children's room and update it with something else. The puppet theater would be made smaller or replaced with another feature children could play with.

The teen section of the library would have individual tables, cubed seating, laptop counters with a bench. Nancy Dalzell explained that an acrylic curved wall would separate the teen section from the rest of the library. However, this would not be closed off, just give teens the feel of their own space. Nancy Grbelja asked if this would be a retractable wall, it was stated that it would not.

Brad ended the presentation and Nancy Grbelja stated that there were many things she thought the library commission would like. She explained that she liked the vinyl seating, wanted computer tables with dividers, the carpet that had a map that would direct a patron to each section of the library, mobile desks, step seating for teens, and a room which would have a glass/acrylic wall area. Director Judi Tolchin explained that the map carpet would be more expensive. Mrs. Swartz stated that the commission needs to decide whether costs like carpeting are worth the price. She also asked Charlie Cohen for a list of libraries his company renovated that the commission would be able to visit.

Nancy Dalzell was asked to explain the floor plan Charlie provided for the renovation. Oval displays, floor to ceiling book displays with lounge chairs, bench and display area in DVD room, removal of high shelving, smaller tables and chairs, laptop bars, study carrels, smaller patron friendly reference desk with a work counter, and the teen area moved behind the reference desk.

Nancy Grbelja stated that she wanted the glass/acrylic wall to separate teens but still allow visibility. The reference desk would still be able to monitor the teens in that area. Mrs. Swartz stated that she wanted more laptop bars. Grace Abramov suggested rounded couches and more study carrels.

The children's reference desk would be moved to the center. Fiction and nonfiction books would be moved toward the back of the children's section. Picture books would be moved to the front and the wooden benches would be removed. Nancy Dalzell suggested a mobile stage with puppets and wanted to add more areas for sensory and play. She also stated that she would go over the collection count to determine if more shelves can be removed.

The technology area was suggested to have flip-top nesting tables, mobile chairs and whiteboards, and two flat screen televisions with slat walls to display flyers at the entrance of the library. Mrs. Swartz and Lilian Burry both stated that they wanted the lobby to be more inviting. Nancy Grbelja asked for the library to be more handicap accessible. Mrs. Swartz asked Charlie to come back at the next meeting with a next level presentation based on feedback from commissioners. Mrs. Swartz explained that she wants a colorful and dynamic library and also asked Nancy Dalzell for a color board depicting furniture and carpeting. The commission thanked Creative Library Concepts for providing the presentation.

Nancy Grbelja stated that the capital budget plan is due by the end of April. She wanted an estimation of much the renovation would cost. Mrs. Swartz asked Director Judi Tolchin to call the libraries that have used Creative Library Concepts and ask what the firm charged them. Renee also wanted to know what the quality of the furniture was.

Nancy Grbelja stated that she wanted the commission to be aware that the furniture would be expensive. Director Judi Tolchin explained that she allotted \$203,970.00 in leftover expenditures to go towards the cost of the renovations. \$215,000.00 would be allotted toward total furnishings and \$12,000.00 would be allotted toward small furnishings.

Don Burden motioned to approve the original budget B at an amount of \$16,985,000 and Peter Doyle seconded; unanimously approved.

Director Judi Tolchin will submit the original Budget B to Craig Marshall for the 2017 budget

The focus of the April 18th meeting will be to discuss Capital projects to request to the Board of Chosen Freeholder including the Headquarters renovation, the Canopy at Eastern Branch and new electronic signs for Headquarters and Eastern Branch.

Financial Report

The financials were submitted to commissioners for approval.

Nancy Grbelja motioned to approve the financial report as stated in advisory materials, Peter Doyle seconded the motion; unanimously approved.

Nancy Grbelja motioned to purchase six AWL machines for the children's department, Don Burden seconded the motion; unanimously approved.

Library Meeting Room Policy

County Council was supportive of public using meeting rooms. Director Judi Tolchin drafted a policy based on Brooklyn Library and feedback received from branch managers. This policy will be distributed to all branch townships when the process is complete.

Don Burden asked if this would only cover the library during the hours of operation. Judi Tolchin explained that it would. Don Burden also asked about traffic control in the library. Judi Tolchin explained that the library would not be hiring police. Mrs. Swartz asked about the Hazlet Library due to the fact that the township stated that they do not use public spaces for politics. Director Judi Tolchin explained that all programs are permitted to be held at any library because it is a public place. County council agreed with the library's interpretation of the use of public meeting room space in libraries.

Judi Tolchin also explained that the library had the right to review all publicity for people using library meeting rooms. Nancy Grbelja asked how the branch managers felt about this new policy. Judi Tolchin explained that they gave feedback and were generally happy with this policy. Mrs. Swartz asked about condition of rooms after use and if the hosts of the programs are charged. Don Burden stated that he would like to see other policy's on meeting rooms. Nancy Grbelja

explained that these organizations must sign a contract stating they would be responsible if the room was damaged.

Nancy Grbelja motioned to accept the general policy statement of the meeting room policy, Don Burden seconded; unanimously approved.

Director's Report

Director Judi Tolchin stated that the Monmouth County Library system has fulfilled the minimum requirements regarding staffing for the size of the library for state aid. [That is one of the factors to determine the amount of aid a library is eligible to receive.]

Circulation is down but eBooks have increased.

Assistant Director Heidi Amici stated that 5,000 patrons, at Headquarters, used the library's WIFI a month and 4,000 patrons used the WIFI at Eastern Branch.

LibraryLinkNJ is hosting a recruiting event at Rutgers University on March 20. Marilyn DeJesus and Judi Tolchin will attend with the intention of seeking candidates for Librarian positions.

A motion to adjourn the meeting was made by Nancy Grbelja and seconded by Grace Abramov; unanimously approved.

The meeting adjourned at 3:22 pm.

The next meeting will be on April 18 at Colts Neck at 11:00am.

Submitted by Marissa Chimento