



**Monmouth County Library Commission Minutes**  
**May 10, 2016**  
**Headquarters Library**

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Present: Chairperson Renee Swartz; Commissioners Grace Abramov, Peter Doyle, James Gray, Nancy Grbelja, and Frank Wells; Director Judith Tolchin

Absent: Commissioner Don Burden, Freeholder Lillian Burry, Liaison

Guests: Teri O'Connor, Monmouth County Administrator; Barbara Stanhope, Monmouth County Library Union President

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The meeting convened at 11:15 AM.

Chairperson Renee Swartz opened the meeting of May 10, 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 web page the date, time, and place of the meeting.”

Everyone in attendance stood for the Pledge of Allegiance.

Chairperson Swartz expressed that today’s topic will be the Library’s budget.

**Public Comments**

Chairperson Swartz welcomed the visitor, who introduced herself as Barbara Stanhope of Howell Library. The Commission opened the floor to Ms. Stanhope; however, she had no comments to add. Ms. Tolchin noted that a portion of this meeting would be held in executive session, and Chairperson Swartz added that Ms. Stanhope is welcome to join them at the next meeting on June 7<sup>th</sup> at Eastern Branch.

**Motion was made to go into executive session by Nancy Grbelja for the purpose of discussing personnel and matters pertaining to budgetary contracts, seconded by Frank Wells, and unanimously approved.**

Closed executive session began at 11:25 AM.

Closed executive session ended at 12:10 PM.

**Motion was made to go into an open public session by Nancy Grbelja, seconded by James Gray, and unanimously approved.**

**A motion was made to accept the budget of \$16,985,000 from the proposal by Library Director Tolchin, at a reduction of \$10,000 from the seasonal salary line and a corresponding \$5,000 from the fringe benefits line, by Nancy Grbelja; it was seconded by James Gray, and unanimously approved.** Chairperson Swartz thanked Ms. O'Connor for her assistance in finalizing the budget.

## **Director's Report**

Ms. Tolchin informed the Commission that the exterior concrete work is moving forward; the county engineers came to discuss traffic patterns, sidewalks, and accessibility of the book drop. Additionally, to reduce flooding risks re-grading of the concrete was proposed; to aid in accessibility the handicapped spaces will only be on the accessible side of the parking lot. Ms. Tolchin noted that the Library has more handicapped spaces than ADA requirements.

The County has been monitoring the Library's Internet, and filtering certain sites. Heidi Amici, Assistant Director, has asked the County to not filter the Internet unless the Commission decides on a policy to filter Internet content. Nancy Grbelja inquired what filtering is, and Ms. Tolchin noted the County was blocking certain sites. Chairperson Swartz confirmed that we need to provide public access. Teri O'Connor inquired what the system was, and Ms. Tolchin informed her it was the Cisco Meraki system; this helps record usages and can filter if designed to do so. Teri O'Connor stated she would reach out to John Zawadzki, Director of Information Technology for Monmouth County.

Teri O'Connor informed the Commission that she will add to the Freeholder agenda the Library's budget/tax levy for the Thursday, May 12 Freeholder meeting pending receiving the amended budget documents by 4:00 pm today. Chairperson Swartz expressed her thanks for Ms. O'Connor's presence; she noted things are accomplished so much better face to face.

## **Meeting Changes**

Jim Gray expressed that the Commission should stay on schedule. Chairperson Swartz stated that the meeting changes are due to the inability of people to come to the meeting; Mr. Gray said if there is a quorum the meeting should proceed as planned. Chairperson Swartz added that we would like to adhere to the schedule of our Freeholder, Lillian Burry. Nancy Grbelja agreed that due to all of the Commissioner's packed schedules, meeting changes do pose a difficulty. The Commission decided that moving forward, the meetings will no longer be changed once they have been set.

Teri O'Connor exited the meeting, and the Commission expressed their sincere thanks and appreciation for her presence at the meeting.

**A motion was made to approve the May 2, 2016 minutes at the next meeting by James Gray, seconded by Frank Wells, and unanimously approved.**

**The motion to adjourn the meeting was made by Nancy Grbelja and seconded by James Gray; unanimously approved.**

**Meeting adjourned at 12:35 PM.**

The next Commission meeting is scheduled on June 7, 2016 at the Eastern Branch Library at 11:00 a.m.

Submitted by Christina Roma