

Monmouth County Library Commission Minutes
May 12, 2015
Ocean Township Library

Present: Commissioners Grace Abramov, Don Burden, Peter Doyle, James Gray, Nancy Grbelja, Frank Wells, Chairperson Renee Swartz, Freeholder Lillian Burry, Acting Director Judi Tolchin

Guests: Teri O'Connor, Charlie Gross, Muriel Smith, Phyllis Fyfe

The meeting convened at 12:16 pm.

Renee Swartz opened the meeting of May 12, 2015 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.

Minutes:

Introductions were made by Chairperson Renee Swartz, Rumson; Grace Abramov, Howell; Peter Doyle, Atlantic Highlands; Don Burden, Shrewsbury; Nancy Grbelja, Millstone; James Gray, Manalapan; Frank Wells, Union Beach; Judi Tolchin, Acting Director, Freeholder Lillian Burry, Colts Neck; Teri O'Connor, County Administrator, Phyllis Fyfe, Vice President of the Ocean Township Friends Group, Ocean Township; Sue Domas; Headquarters Library; Charlie Gross, Eastern Branch Library and Muriel Smith, Freehold.

Renee Swartz, on behalf of the Commission, presented Librarian Charlie Gross a citation upon his retirement for his 20 years of service for the Monmouth County Library. The commission thanked him for his dedication to the Career Center and reference at the Eastern Branch Library. A photograph was taken of Freeholder Burry, Renee Swartz and Charlie Gross. Charlie Gross thanked the commission and stated he plans on doing volunteer work and becoming a friend of the library.

Motion was made to go into executive session by Jim Gray for the purpose of personnel issues and unanimously approved.

Executive Session began at 12:24 pm.

Executive Session ended at 1:46 pm.

Freeholder Burry introduced Muriel Smith a journalist who will be writing stories and publicizing the library as a consultant. Introductions were made by the commission and Chairperson Renee Swartz thanked Muriel stating she will be a help in publicizing the library.

Motion was made to accept the minutes from the April 17th meeting by Jim Gray, seconded by Don Burden, and unanimously approved, Grace Abramov and Nancy Grbelja abstained; they were not in attendance at the last meeting.

A revision was made to the March 10th, 2015 closed executive session recommended by County Counsel Andrea Bazer mostly pertaining to a clarification of people attending the meeting and when people departed the meeting.

Motion to accept the revised closed Executive Session Minutes dated March 10, 2015 was made by Nancy Grbelja, seconded by Frank Wells, and unanimously approved, Grace Abramov abstained; she was not in attendance at the meeting.

Renee Swartz stated that Don Burden has done a good job with the minutes to the closed Executive Session meetings.

Motion was made to accept the April 17th, 2015 Closed Executive Session Minutes by Peter Doyle, seconded by Jim Gray, unanimously approved; Grace Abramov and Nancy Grbelja abstained; they were not in attendance at that meeting.

Freeholder's Report

Freeholder Burry stated that the program *Manalapan Music Muster: The Civil War in Song* that will be at the Headquarters Library on Saturday May 16th was due to a grant of \$2928.00 the library received. Renee Swartz inquired why the program wasn't done earlier with the other Civil War programs she further stated that this year is the anniversary of Alice in Wonderland and programs are being done throughout the year.

Nancy Grbelja presented a program for horse month *Riding My Way Back* a short documentary about a soldier back from Iraq and Afghanistan with a brain injury. He becomes suicidal however with the help of a horse he learns to recover. Judi stated they will contact the company as to whether the library is considered a non-profit for performance rights of \$75.00 or \$250 for educational institution. Freeholder Burry stated she would like to have the film shown at a Freeholder's meeting. Don Burden stated the saddle demo that was done as Eastern Branch was well attended with 100 people in the 3 hour span of the program.

Chairperson's Report

Renee Swartz discussed the supplemental letter the commission is composing which will accompany the library budget. This supplemental letter is the commission's response to the Ivy Group Report where each commissioner was given the opportunity to express their opinion before the final draft was sent out to the Board of Chosen Freeholders. Judi stated one letter will be addressed to each Freeholder and one to the Clerk of the Board. Freeholder Burry requested her name be added as library liaison to the letter before it is given to the Freeholders.

Motion was to approve the supplemental letter as an addendum to accompany the presentation of the budget to each of the Freeholders and the Clerk of the Board with the addition of the library liaison Freeholder Burry was made by Frank Wells, seconded by Peter Doyle, unanimously approved.

Renee Swartz discussed the New Jersey Center for the Book reading/writing competition from the Library of Congress where young students wrote a letter to an author of their choice. She stated this year's New Jersey/National Winner for grades 4-6 was from Jackson, NJ and another student from New Jersey was given a National Honorable Mention. The winner receives \$1000 for either their school or public library. There will be a reception May 19th from 3-5.

Financial Report

April expenses in the Detail Budget Account Status reflect \$442,410 expended in Salary and wages in April with a year to date total of \$2,000,563. Other expenses totaled \$160,728 with a year to date total of \$674,236. The combined year to date total is \$2,674,800 applied to the temporary budget. The check writing reflects \$11,263 applied to the 2014 budget. \$160,728 was applied to the 2015 budget of which \$138,630 was for library materials. The April Reserve Budget reflects \$1,041,468 spent year to date with only \$336,050 remaining. Only a few charges from 2014 are expected for the balance of the year. The 246 Line report reflects year to date spending for library materials by item type – \$314,609 for books, \$8,568 for ebooks, \$123,757 for DVDs, CDs, and Audio books, \$4,173 for periodicals; and \$36,373 for databases. Judi stated reference is moving more toward electronic materials that will support the entire system. Don Burden inquired about the 76% percent that has been expended for this year for the Reserve Detail Budget Account asking if that leaves only 24% to work with and Judi stated we will spend almost all of what we have for the [2014] year. Grace Abramov inquired about the plan of sustainability for 2015-2021. Judi stated as requested from Freeholder Burry that Craig Marshall put together what the actual taxpayer will pay in each of the member communities. She stated that Craig Marshall stated there were too many variables but he did an average of what the effect on the average tax bill would be for the taxpayer town by town. Peter Doyle stated they are working to eliminate the reserve. Renee stated that asking for a specific amount for a specific service may help to get the money. Judi stated that when it comes to technology it includes the hardware, the software and the maintenance costs giving the example of the ILMS asking for a count of internet wireless users which would require an annual expense with it.

Motion to accept the financial report was made by James Gray, seconded by Don Burden, unanimously approved.

Branch and Member Report

Acting Director Judi Tolchin stated that she received a letter from a patron complimenting the Wall Township Library stating it is the best library in the system; she further stated she has received the same feedback from other patrons about the various branches. Oceanport Library presently plans to be part of the municipal complex. Beth Henderson the branch manager at the Ocean Library was introduced. She discussed the library's displays and the current book challenge the library has been doing this past year and the Ocean Township Library's friends group. Renee Swartz thanked Beth for hosting the commission meeting.

Don Burden stated the Master Gardeners have requested \$500 allotment for materials to maintain and spray the area at Eastern Branch.

Motion to give the Master Gardener's an annual allotment of \$500 for maintaining the area at Eastern Branch was made by Frank Wells, seconded by Jim Gray, unanimously approved.

Jim Gray inquired about Ken Sheinbaum's tree at Headquarters stating the tree is gone as well as the plaque. Judi stated it died due to the location and they can look to replace it.

Facilities Report

Judi stated that the county is making capital improvements with concrete work to the front of Headquarters with the restrooms also on the list. Freeholder Burry inquired about getting a canopy for the Eastern Branch Library to keep out the ice and snow. Renee stated congratulations that the library is having some kind of capital improvements.

Programming

Don Burden stated the staff at Eastern Branch was honoring Charlie Gross on Friday May 15th from 10-12 if any of the commission wanted to attend. Muriel Smith will be in attendance to cover a story about Charlie and his work with the library.

Judi stated the food for fines program forgave \$11,494.00 in fines this year.

She also stated that the Don Newman, Director of Small Business Advocacy, Business Action Center from Lt. Governor Guadagno's Office asked for participation at a small business presentation which will be at Monmouth University June 2nd from 4-7 pm. Judi and Karen Hicks will introduce the library services for small businesses in conjunction with other organizations.

Judi stated there is a friends meeting at 11:00 am May 15th at Headquarters for new members stating 21 new members joined in the past 3 months.

Changes were made to the Commission meeting calendar June 16th will be at Eastern Branch, July 14th will be at Wall and the September 8th will be at Headquarters.

Motion to adjourn was made by Jim Gray, unanimously approved.

Meeting ended at 2:55 pm.

The next meeting will be at Eastern Branch June 16th at 12:00 pm.

Submitted by Susan Domas