

Monmouth County Library Commission Minutes

May 8, 2018

Holmdel Library and Learning Center, a Branch of the Monmouth County Library

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

Absent: Grace Abramov

Guests: Muriel Smith, Franco Minervini, Karen Nealis, Kim Avagliano, Stewart Fife, Frank Gomes

The meeting convened at 10:55 am.

Commissioner Frank Wells opened the meeting of May 8, 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.

Renee Swartz invited Holmdel Library Branch Manager Karen Nealis to talk about the new location of the Holmdel library in the Bell Works building. Karen stated that the new facility was state of the art, and that while use of the library had changed to more of a business environment, that the library was being utilized more than ever. She stated that she was aware of the issues with distance from parking for elderly and handicapped patrons, and suggested that while the building staff was working on making the building handicapped accessible, coming on a Saturday or an evening greatly increased the chance for close parking.

Muriel stated that there was a major issue with handicapped accessibility of the building. She stated that she had walked into the building with a mother who had a stroller and could not enter the building without assistance. She stated that she then noticed how difficult it would be for handicapped patrons to enter the building without assistance. Karen stated that the handicapped accessibility was being worked on, and that ramps had just been added to make the building more accessible from the side entrance as well as the front. Muriel stated that more must be done, and Karen stated that the building manager was seeing to it.

Renee introduced sculptor Franco Minervini. She stated that the commissioners were considering that a piece of artwork may be commissioned from Franco for the 50th anniversary celebration at Eastern Branch.

A Motion to approve the open public meeting minutes of April 10, 2018, was made by Nancy Grbelja and seconded by Peter Doyle. James Gray and Don Burden abstained. Approved.

A Motion to approve the executive session meeting minutes of April 10, 2018, was made Peter Doyle and seconded by Nancy Grbelja. Unanimously approved.

Scheduling of Closed Session June 19, 2018

A Motion to schedule the Closed Executive Session on June 19, 2018 was made by Nancy Grbelja and seconded by Don Burden. Unanimously approved.

Eastern Branch 50th Anniversary Sculpture- Artist Franco Minervini

Renee shared that, in honor of the 50th Anniversary of the Eastern Branch library, the Library Commissioners may want to consider commissioning a sculpture to encourage individuals to see the library as a place of learning and culture.

Franco Minervini stated that five months would be a short amount of time to create a sculpture, and therefore that timeframe would dictate the type of sculpture able to be completed. He shared that his original idea had been to have a sculpture of a person reading a book, and figures coming out of the book and encircling her. However, he stated that there was not enough time to complete such a sculpture. He also suggested a sculpture of a five foot brain expanding and being stimulated by the library, which could be done in 4 months, including time for installation. He also suggested a five foot modern circle sculpture with a book in the middle which could be completed in that time. He also stated that there were excellent murals in the Children's Reading Room at Headquarters Library, and suggested an outdoor mural on an existing wall at Eastern Branch. He asked the commission what they would be interested in.

James suggested a sculpture of a tree of learning. Heidi suggested that each branch could represent a branch of the Monmouth County Library System. Franco suggested a tree sculpture on bas relief, about seven feet tall that could be free standing on a wall or a stand on its own. Don stated that a statement piece along route 35 to draw the attention of passersby to the library complex would be ideal for the citizens of Shrewsbury.

Judi stated that, to compensate for the short time period allowed to complete the sculpture, a drawing of the sculpture could be unveiled for the 50th anniversary and the sculpture could be completed later, rather than being forced to rush. Renee disagreed, stating that the sculpture should be created for the occasion itself and completed in the five month span leading to the anniversary. Lillian suggested that the time constraints placed on the artist would be straining. Franco suggested an eye-catching and inviting circle of stone with a carved book on the inside. Renee suggested the idea of an abstract sculpture that embodied the idea of soaring into the future, opening up avenues of thought.

Renee asked if Franco could put together an idea for the next meeting. Franco stated that the next meeting was a long time away and would shorten the timeframe for the completion of the project. Renee suggested that an art subcommittee be created and meet in two weeks. Franco agreed. Renee stated that a committee would be created and that a date would be fixed and sent to Franco. Franco stated that he would have something ready and asked who he should contact. Renee stated that he could contact herself or Judi, and that a date would be chosen later in the meeting. Franco stated that the kind of sculpture to be created depended not only on the timeframe but also on the allotted budget. Renee stated that the budget would be decided once they had reviewed his ideas and asked that prices be presented in the art subcommittee meeting. Renee thanked Franco for attending and stated that the commission would be in contact with him soon. Peter expressed concern that a commissioned artwork was not included in the budget and was concerned about how it would be funded.

Closed Executive Session

A Motion to adjourn to executive session was made by Nancy Grbelja and seconded by Don Burden. Unanimously approved.

The Commission adjourned to Executive Session at 11:25 pm.

The Commission resumed the regular session at 12:23 pm.

A Motion to resume regular session was made by Nancy and seconded by Frank. Unanimously approved.

Headquarters Renovation

Stewart stated that the electrical engineering contract had been released from County Purchasing and the electrical engineering firm had received it and been in touch to begin the first part of the project, which would take place during the next couple of weeks. Freeholder Burry stated that the Headquarters restroom renovation engineering contract had also been approved at the Freeholder meeting the day before.

Stewart stated that he had not received a schedule from the electrical engineers yet, but that it would take several weeks to complete, and he would have a more definitive schedule in place for the commission meeting in June. He shared his revised budget, stating that the amount had not been changed, merely that allocations of the line items had been shifted due to the restrictions on purchasing in contracts. He stated that these restrictions prohibited furniture companies from utilizing the line items to move existing furniture, but that those line items had been added to the Direct Flooring contract where they were allowed by public contracts. Stewart stated that Frank's company would then issue purchase orders in order to utilize Stewart's crew to move the library specific furniture, as they were experts.

Frank Gomes distributed his revised carpeting budget, as well as a floor plan and breakdown of the installation of the carpeting project. He shared that he had laid out a map of where he would start installing and why. He stated that the goal was to never shut the library down or inconvenience the staff or public, but to work directly with the staff to make the transition as smooth as possible. He stated that some areas of carpeting would need to be completed after hours due to the lack of a path around those areas. He stated that each section would consist of a multiple-day project, and that furniture would need to be moved, carpeting removed, disposed of, and installation begun. He stated that this would coincide with book movements and shelf shifting. He stated that the design would be on an angle as it would be least disruptive to the public, and there would be a straight line of alternate movement with no trip hazards for the public. He stated that the furniture would need to be moved back and forth multiple times in order to keep the library open at all times.

Heidi asked if, for example, the reference desk would be dismantled, carpeting added, and then put back together. Frank Gomes stated that this would be done, but with the least amount of possible inconvenience for the staff. He stated that the desks would be lifted, moved and returned. He stated that, for the staff areas, which would be changing from carpeting to hard surface, there would be many steps involved, including a dismantling of the furniture, priming the flooring, re-pouring and smoothing concrete, waiting for it to dry, and more. He stated that the timelines for the vinyl should be expected to take a lot longer than those for the carpet. Don asked about whether the furniture may be unable to be moved without being repaired before put back. Frank Gomes stated that the dismantling and cutting down of furniture would be done by Stewart and his company, and that these were all included in line items. He stated that, with all of the very different types of furniture, there would be many different stages of shifting, and that the line items included every detail.

Nancy asked about the difference in cost. Frank Gomes stated that the cost itself had not been changed, but that Stewart had the cost allocated in his original furnishings budget. He stated that, after the last meeting, the budget had been revised and the money had been shifted to Frank Gomes' flooring quote. Nancy stated that she would prefer Stewart and Frank Gomes complete the project rather than Buildings & Grounds so it would be done correctly.

Stewart stated that after extensive research into the public buying contract, that there was no allocation in furniture contracts to work with existing furniture. Don asked about whether the furniture would be refurbished after being moved. Stewart stated that there was no refurbishing included in the contract, but that if anything needed to be fixed due to the move that it would be completed by Stewart's crew. Nancy asked which pieces of furniture were being kept. Stewart stated that there would be a three to four month time span in between the carpeting installation and the arrival of the new furniture, and that during that time period the old furniture would be used and refurbished if needed by Stewart's crew. Frank Gomes stated that this was included in the budget for each piece of furniture.

James asked about the areas that would need to be done during off hours, and whether those areas would be done overnight. Frank Gomes stated that the work could be done late on some days, but that it would be shifted to best suit the needs of the library- for example, he stated that some of these areas could be done on Sunday mornings when the library was closed. James asked about security issues. Frank Gomes agreed that, for example, someone would need to be present to let the crew into the library. He stated that certain areas simply could not involve a path during public hours. James asked if there were any plans to limit public access. Stewart stated that public access would be limited only from certain areas at certain times, and that those areas could still be temporarily accessible by staff members. Frank Gomes stated that each area would be temporarily closed down at certain times. Frank Gomes assured them that he would minimize the inconvenience but it would still be there.

James asked when they were planning to begin. Frank Gomes stated that he would like to start within the month. He shared the areas where he would begin the work which he had good access to begin the design. He stated that the book movers would be packing books and disassembling the stacks at the same time. Stewart stated that even the end panels would need to be shifted.

Heidi asked if the electric work would be done in conjunction with the carpeting installation. Stewart shared that Frank Gomes would leave the areas for the floor boxes open and that the electrical would be done later. He stated that Judi had suggested Buildings & Grounds returning before the new furniture was delivered and removing the old furniture, Heidi asked if the removal of the old furniture was included.

Frank Gomes shared that he would answer questions about every line item included in his quote. He stated that the first line item outlined the contract itself. He stated that Lines three and four included carpeting, including the two different patterns and colors. He stated that Line five included the entrance tile outside in the lobby, where he stated that Stewart would remove the wall, the void would be filled in, and the tile would be laid on top. Judi asked if the tile had been chosen. Frank Gomes stated that he had put in for a generic tile and that the tile would be chosen at a later date. He stated that the next line item included installation of carpeting and vinyl flooring. The following line item included the refinishing of the lobby brick. He stated that Line 10 included the pickup and disposal of the old carpeting, which had been brought down approximately \$12,000 due to his shifting to less expensive removal. He stated that the following line included priming that would be put down to prevent interaction with old adhesives. Line 13 included a vinyl skin coat that would be done on top of the concrete. Line 14 included packing for 11,800 feet of books, which would have to be moved back and forth often and was included. He stated that the following line accounted for the general moving of freestanding furniture. Line 16 included lifting and moving the stacks. Line 17 included dismantling furniture, during which Stewart's crew would also be cutting down the furniture, re-configuring it with add-ons, and more.

Don asked if the books that were to be moved had already been weeded. Judi stated that the weeding would be finished by that time. Stewart praised the staff for their work on the extensive weeding project. Judi stated that it was vital to make sure that the library was maintaining coverage of topics during the

weeding and 40,000 - 50,000 items had already been weeded. Stewart stated that a re-inventory would be done before the move in order to get an idea where the end panels could be moved to make the library seem larger, but that would be a “game-time decision” adjusted on the fly based on the weeding.

Nancy stated that the carpeting would need to be the first step and Stewart agreed. Stewart stated that the numbers on the map correlated to when that area would be done. He stated that Frank Gomes could start in about three months as the order was in progress. He stated that he had not cancelled the order.

Nancy asked about the electrical engineering and the ceiling work. Stewart stated that the electrical engineer would look into the project and make suggestions to Stewart. He stated that the engineering was the only electrical work outlined in the bid. He stated that once the engineering was done, then the electrical work could go out for pricing. Frank Gomes stated that the work would be done in tandem.

Frank Gomes stated that complications for the work included stacks currently being in areas where there would be electrical. He stated that the stacks would be moved in order to install the flooring, and that the electrical team would then come in to work. During this time, carpeting would be removed and prepped, core drilling would be completed, and the carpeting would be re-installed. He reiterated that, in order to keep the library open and functioning during normal hours, things would have to be moved multiple times but that the back-and-forth movements would be completed seamlessly.

Stewart stated that they had decided to shorten the stacks, so his crew would be cutting the existing stacks down to size. He stated that they would be reconfigured into the new zig-zag pattern.

Frank Gomes stated that the next line item included the retrofitting of systems, which would mostly be done in staff areas where they were moving from carpeting to hard surface, which needed to be taken out and put back. Stewart asked if this would be done after hours. Frank stated that it could be, depending on what worked better for the staff and whether or not staff were able to temporarily relocate. Frank stated that the Circulation area was easier to work with than the back area near Reference, and that the offices, which had little space to shift and would be moving to hard surface flooring, may prove difficult. He stated that these isolated areas such as offices, the DVD room, and more could be flexible and completed on different days, but that the progressive areas in the main area of the library would need to be completed in the set progression.

Frank Gomes stated that the next line item included the vinyl trim that would be added to the walls, transitions from one type of flooring to another, and that the following line item dealt with the disposal of the old vinyl. He stated that the line item reserved for “general hours” included Stewart’s team working to dismantle furniture, the preparation of the bolts in the DVD room, the work on the trench that would be created when the wall was removed in the lobby, creating a smooth floor finish, and more. James asked if there would be any hazardous waste concerns and Frank stated that he had investigated and there would not be.

Don asked about the disposal costs in line 11, and whether or not those included dumpster fees. Frank Gomes stated that they did, and that if the county was able to provide at least five 40-yard dumpsters in two at a time intervals to ensure for backup, then those costs could be lowered, but that a lot of coordination with the county would be needed. Don asked how much this would save on the project. Frank Gomes stated that it would save \$9,600 from Lines 11 and 24. James asked if this savings would be worth it. Renee suggested staying with the original plan and allowing Frank’s company to take care of the disposal as the commission had originally agreed.

Frank Gomes stated that the line for man hours would include many different, unseen components, including fixing every bolt hole and trench, moving parts, and more. He stated that overtime lines were added to each line. James asked how many change orders would be sent in. Frank said that there would be no change orders. Don asked if everything was being completed for prevailing wage and Frank Gomes confirmed.

Stewart completed his report and asked that the commission let them know as soon as possible whether or not the plan to move forward would be accepted, as if it was not, Frank Gomes would need to cancel his carpeting orders. Renee thanked them for coming and stated that the commission had to talk amongst themselves. Stewart asked to meet with Judi on June 5th to talk about furniture before it would be brought in front of the commission and she agreed.

Renee asked if the commission was ready to go public with the announcement of the renovation. Stewart stated that he wanted to begin the project by the end of the month. Stewart stated that if he could not attend the next commission meeting that he would send his updates to Judi to share.

Nancy stated that Judi had brought up the possibility of applying for grant money as a part of the recently passed New Jersey Library Construction Bond Referendum, which would be made available in November. She stated that there was a possibility that some things that had not been planned for, including carpeting and lighting, may be offered through the grants. She stated that Judi had recommended waiting on some of the items that could be completed instead with grant money. She stated that she was always in favor of saving money, but shared her hesitation, however, as there was no guarantee of the grant allocation.

Judi shared that she had been urged by the New Jersey State Librarian to halt the project, as grant money would be put forward shortly, that would be put towards completing exactly what the renovation project entailed. She stated that she had been told that public libraries would be the recipients of these library construction bond fund grant projects, as they serve the greatest population need. Judi shared that the grant administrator to whom she had spoken, and who had been involved in previous Headquarters and Eastern Branch projects, had stated that up to 30% of the project cost of eligible expenses such as furnishings, for example, would be covered. She stated that, while normal carpet replacement would not be covered, that there could be a 50% match for carpeting being installed in order to cover for core drilling, which was being completed in the renovation. She shared that while projects such as painting would likely not be covered, a 1:1 match would likely be offered for lighting, electrical and furnishing projects. Judi went on to remind the commission that the project was funded at \$977,000 for phase one, that it would likely include up to \$1,000,000 for phase two, as the \$500,000 addition was under review, as well as the \$400,000 for phase three, and that if all of the money was not spent, that reallocation to the library could be requested to cover other vital projects, such as the canopy at Eastern Branch.

Nancy shared that she was not in favor of halting the project. Judi suggested that, rather than halt the project completely; the plan could still be worked on and put in place but that purchase orders would be suspended until information on the grants was released. Nancy stated that writing a grant required detail, expertise and skill and that many grants are not awarded due to poor grant writing. She stated that she was in favor of getting as much money as possible for the project; she shared her opinion that, while the details would be released in November, the grants themselves may not be available for months after that, and that she was skeptical of whether the grant money would be based on certain issues. She stated that she did not want the project to stop, but that the money could be allocated for different renovations that had not been included via reimbursements, and that there would be other projects that could lead to

applying for grant money. Judi stated that the branch library towns would need to apply for the grants themselves.

Nancy stated that the project had already taken two years to get to the current point with the project, and she shared her concern that halting the project now would mean it may never go forward. Renee agreed. She stated that the project had been discussed from every angle. She praised Judi for her foresight in looking for grant money, but stated that there was no guarantee of the funding. She stated that other issues could take precedence and that the money could be sent somewhere else. She stated that there were many needs not addressed by the project that could go out for grants in the future. Lillian asked if the lower level of the library was being renovated. Judi stated that it was being carpeted. Lillian suggested seeking out a grant for that. Judi responded that carpeting that was not installed to cover core drilling would not be covered. Lillian asked whether bathroom renovations would be covered by the grants. Judi stated that it was possible if the renovation was being done for ADA compliance.

Judi stated that \$125,000,000 had been passed by the voting public, so it would have to be allocated for public library construction. Renee stated that it could go to different areas of libraries that may not include the Headquarters renovation project. She stated that the project was so close to finishing that it would be illogical to wait for a grant that may take years to acquire. Judi stated that the administrators would be moving it forward, as it was to be included in the administrative code. Renee stated that it would not be done quickly and the money was approved but not distributed. Nancy stated that the grant applications and Request For Proposal (RFP) would have to be finished in order for it to move forward.

A Motion to move ahead with project was made by James Gray and seconded by Peter Doyle. Unanimously approved.

Director's Report

Colts Neck Meeting Room

Judi stated that there had been an issue with the Colts Neck meeting room, and that it was being resolved by the township. Judi stated that the library meeting room policy was clear that meeting rooms could be used by all groups as long as they were nonprofits, but the Colts Neck meeting room belonged to the township and was being handled by them.

Holmdel Meeting Room

Judi stated that Holmdel Township had stated that they would retain jurisdiction on the large, adjacent meeting room and that while it could be used at the request of the library, all booking would be done through the township. Renee stated that the Holmdel library was beautiful but that the building had many issues including meeting room issues, accessibility, signage, parking, and more. She stated that policies about meeting room use should be universal. Judi stated that while the meeting rooms within the library were available to the public, the adjacent meeting room would be kept as the Township of Holmdel Community Room. Renee asked if that meeting room had been originally slated to be a part of the library and Judi stated that it had been. James asked about the meeting room policy being sent to County Counsel. Renee stated that Peter was now in charge of the committee that was reviewing the policies, which had not yet been resolved.

Freeholder Burry stated that the Holmdel library should be more clearly designated as a branch of the Monmouth County library. Judi stated that, in the agreements signed by participating branches, it was stated that the library should be designated as a Monmouth County branch. Renee suggested sending a letter to the Holmdel Township Administration, stating that the commission had met at the new library,

complementing the library and its support from the town, but stating that there were issues including parking, signage, and a Monmouth County designation.

Library Security

Nancy requested that the commission investigate appropriate security measures for the libraries in the Monmouth County system. Renee stated that she was under the impression that the commission would write a letter to the Board of Freeholders stating that security was an issue of concern to the library and request that they investigate appropriate security measures. Kim agreed that there was an issue of safety due to the library being a public building and that the safety measures should be reviewed. Renee agreed that the commission recommend an investigation into appropriate safety measures. Lillian stated that she would set up a meeting for law enforcement to meet with the commission about this issue.

A Motion for the commission to request that liaison Lillian Burry recommend an investigation into appropriate security measures for libraries in the Monmouth County Library System to fellow Freeholders was made by Nancy Grbelja and seconded by James Gray. Unanimously Approved.

Capital Projects Update

Judi stated that the Headquarters restrooms had been funded and that architectural plans had been approved by the Freeholders with a vote of two yes and two abstaining. Lillian stated that the Freeholders had approved the restroom request despite the cost of \$35,000. She stated that the Eastern Branch canopy had not been funded, but that funding had been approved for an ADA compliant ramp to be completed in 2019.

Food for Fines Report

Judi stated that Food for Fines forgave \$7,001, in 2018, which was \$1,000 more than the previous year. Renee shared her concern that there was little to no publicity for Food for Fines or for the concurrent celebration of Library Week. She stated that Food for Fines may not be worth pursuing and should be reconsidered for 2019.

Sirsi Contract

Judi stated that there had been difficulty in getting the Sirsi contract signed due to the fact that County Counsel had raised some issues with the wording of the contract, but that the voucher had been signed, and therefore the premium services would be able to be obtained. Renee asked what the issues were that had been raised. Judi stated that Sirsi has a legal department as well, and the two departments were not on the same page. She stated that obtaining this contract had taken an extremely long time which had kept some projects from going forward, but that now, since the voucher had been approved, Heidi was able to go forward with the premium projects that involved Sirsi.

Small Press

Judi shared that the Art Department had received its small press, and that the aging small press had been removed.

Comcast Newsmakers

Judi shared that she had made an appearance on Comcast Newsmakers to represent the library.

Career Connections Grant

Judi shared that she had received notification from the State Library that the Career Connections Grant would be funded from June 1, 2018, to May 31, 2019, for \$50,000 each for Headquarters and Eastern

Branch. She stated that, as of yet, there was no information on where the funding was allocated from. Renee suggested that Muriel prepare an article about the grant. Lillian stated that she would report about the Career Connections Grant at the next Freeholder meeting. Judi stated that as soon as they received word from the State Library on how the grant would be funded then it could be shared.

Motion to approve the continuation of the Career Connections grant provided that funding was available through the Department of Labor was made by Nancy Grbelja and seconded by Peter Doyle. Unanimously approved.

Revisiting the Founding Era Award

Judi stated that the Revisiting the Founding Era grant that Donna Mansfield had applied for had been awarded to the library, and that congressman Chris Smith had called to offer his congratulations. Judi stated that the grant included the featuring of a primary document as well as two programs that would be scheduled between June 1, 2018 and September 30, 2018.

Assistant Director's Report

Web-Page & Request For Quote (RFQ)

Heidi shared that the web page redesign Request For Quote was about 90% completed, and would be sent to the county later that week. She stated that the new design also implemented ADA compliance into the web site. She shared the draft document with the commission. Renee requested a more attractive web page. Heidi stated that they would be incorporating a more attractive design into the project.

E-Rate

Heidi stated that the library had thought that they would be eligible for the E-Rate program, but since the internet was purchased through the county rather than the state library, that the library was currently ineligible. She stated that the difference in the pricing was not significant, but that an 18 month contract had been signed before the library considered an e-rate application. She stated that after 18 months, the library would be able to apply for the e-rate discount for a reduction in costs to the library.

Deep Freeze

Heidi shared that the libraries were currently utilizing a program called Deep Freeze, which was used to protect the library's computers and the personal information of users. She stated that there was a new version released that would update Windows behind the scenes and implement anti-virus software. She stated that this new version could allow library tech department workers to get access to any machine across networks and fix problems without having to leave the Headquarters library. She stated that there would be pricing differences involved, and that the best price would come with committing to a five year contract. She stated that the library had already been using this program for 10 years, and that it was a great product, and that committing to the five year contract would save the library \$10,000 each year. She stated that getting commitments from the county for an extended contract may be difficult. Renee asked if a vote would be necessary. Judi stated that it should be voted on but that the vote would be subject to meeting with the county purchasing requirements.

A Motion to approve the five year Deep Freeze contract subject to adherence to county purchasing requirements was made by Don Burden and seconded by James Gray. Unanimously approved.

Tutoring Policy

Renee stated that the tutoring policy information would be deferred until next meeting as Peter was currently working on it.

Advertising Supplement

Heidi shared that she had looked into the prices to feature an advertising supplement in the Asbury Park Press in September for the Eastern Branch 50th Anniversary event in October. She stated the prices as follows:

- A “Double-Truck”- a full-color, two-page centerfold advertisement would cost \$10,000.
- An insert the size of the monthly library programming flyers that would be printed separately by the Press and inserted into the paper would cost \$4,600 for a Sunday and \$2,100 for a weekday.
- An email blast would cost approximately \$2,000.

There were additional options, including a smaller custom insert and a pop-up advertisement to appear on internet articles that were presented without prices.

Renee stated that the library had not issued an annual report in two years, and that not much publicity had been put out in that time. She suggested a commemorative publication for the Eastern Branch 50th Anniversary celebration. She asked Judi where the annual report was at the time. Judi stated that she hoped it would be released by the end of the month. The Commission decided not to take action on an advertising supplement at present.

Financial Report

Judi submitted the April financials into the record for approval.

Motion to approve the April Financials was made by Nancy Grbelja and seconded by Peter Doyle. Unanimously approved.

Freeholder Report

Freeholder Burry invited the commission to the opening of Monmouth County’s Battery Lewis Park, which would occur on May 19th at 10:00 am. She stated that this park was situated on the highest point from Maine to Florida, and that the ceremony would commemorate the time in World War II during which this park was utilized, and that it would feature a gun barrel that had been transported from Norfolk. She stated that a video had been created inviting people to the event and suggested a similar advertisement be created for the library.

Eastern Branch 50th Anniversary

Renee introduced Kim Avagliano, Branch Manager at the Eastern Branch library. Kim shared that she and her staff had come up with many exciting ideas for the 50th anniversary celebration. She shared that the Friends of the Library group had been looking to expand their membership for some time, and had set a goal of attaining 50 new members by the 50th anniversary. She stated that she was very interested in involving the community of library patrons that utilize the Eastern Branch, and that she was looking into identifying patrons who had been coming to the Eastern Branch library since its opening 50 years ago and honoring them in some way, and was interested in putting together a sign-up sheet so that these founding patrons could add their names to the list. Don agreed that this was a great idea. Kim also stated that she wanted to utilize social media in order to allow patrons to share what they love about the Eastern Branch library.

Kim also suggested implementing themed programs focusing on the year of 1968, when the library was opened. She suggested programming centered around the books, music and fashion of the time. Renee

suggested dressing mannequins in clothing from the era and featuring 1960's movies. Kim stated that she was looking into a lecture by Vincent Bruno from City University of New York on music from the 1960's, or a lecture by a Monmouth University professor on The Beatles White Album which was released in 1968. Renee suggested bringing in a speaker from the Library of Congress. Kim stated that she was also looking into featuring classic 1968 cars in the parking lot of the library. She stated that she also wanted to include programming aimed at young people, and suggested inviting food trucks and creating programming around famous children's books from the era.

The commission thanked Kim for attending and praised her ideas for the anniversary.

Publicity Consultant Update

Muriel reiterated her concern about handicapped access to the Holmdel library, and stated that the commission should take a stand. Renee stated that the commission would send a letter addressing the problems facing the Holmdel library including signage, ADA compliance, and parking. Muriel stated that she would like to receive information about the Headquarters building renovation that she could then release to the public, and also asked when the information could be released.

Adjournment

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

Next meeting Tuesday, June 19, 2018- Eastern Branch- 11:00 AM