

Monmouth County Library Commission Minutes
Tuesday October 18, 2016
Headquarters, Manalapan, NJ

Present: Chairperson Renee Swartz; Commissioners Grace Abramov, Don Burden, Peter Doyle, Nancy Grbelja, and Frank Wells; also present: Freeholder Lillian Burry, Liaison; Judith Tolchin, Director; Heidi Amici, Assistant Director

Absent: Commissioner James Gray

Guests: Teri O'Connor, County Administrator; Muriel Smith, Consultant; Barbara Stanhope, Employee

The meeting convened at 11:10 am.

Chairperson Swartz opened 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 webpage the date, time, and place of the meeting.”

Everyone in attendance stood for the Pledge of Allegiance.

Chairperson Swartz asked if there were any corrections or additions to the minutes of the public session on September 13, 2016.

Motion was made by Commissioner Nancy Grbelja to approve the open public session minutes of September 13, 2016, seconded by Commissioner Peter Doyle, and unanimously approved.

Motion to approve the minutes from the executive session on September 13, 2016 was made by Commissioner Nancy Grbelja, seconded by Commissioner Frank Wells, and was unanimously approved.

Chairperson Swartz stated how delighted she was with the Olympic program set to occur on Sunday, October 23. Honoring our local Olympians not only puts a positive emphasis on Monmouth County, but also puts our library in a national focus. She noted that it is also positive that the program has evolved into one in which mayors throughout the county were invited to attend the event and display their town flag. The goal was to give a sense of presence to as many communities as possible. Additionally, Assistant Director, Heidi Amici, will be showcasing the latest Monmouth County Library technology for all of those attending Sunday’s program.

Chairperson Swartz noted that door counters installed at each of the branches have indicated that nearly 72% of the county population had walked through library doors in the year 2015, further indicating the importance of the library as a place people turn to for our many services. Programs

like the upcoming Olympian event even further put our library in the forefront as a community center.

Chairperson Swartz welcomed County Administrator, Teri O'Connor to the meeting. Administrator O'Connor remarked that the weather is holding up and parking lot construction at Headquarters should be finished on time. The new doors at Headquarters will be sliding doors, which are more convenient and handicap compliant. O'Connor also reported that more service and attention will be given to the elevators at Headquarters. Design for updating the bathrooms at Headquarters is in process and will begin in 2017. There was talk of hiring a consultant to assist in planning of the Headquarters interior renovation. Before this occurs, however, O'Connor has tasked a part-time interior designer, who had previously worked for the county, to assist and advise Director Tolchin so that the library is fully prepared and informed when working with the consultant. Administrator O'Connor stated that once the part-time designer is officially approved by the Freeholders at their next meeting on November 10, then planning can begin on the interior of Headquarters library. Chairperson Swartz and Director Tolchin thanked Administrator O'Connor for her hard work and expediting matters in regards to Headquarters renovations.

Commissioner Don Burden commented to Administrator O'Connor that in the vein of facilities management, issues at the Eastern Branch need to be addressed, as well. The electronic sign is out of order at Eastern, and there was an elevator issue that had occurred that week. There is also an unresolved recycling receptacle issue in which the Commission has been asking for 8 months to receive an additional receptacle to match an existing trash receptacle outside of Eastern Branch. The request was initiated by the Master Gardeners who maintain the garden island flowers and landscape design Eastern Branch library. The Master Gardeners believe the receptacle would improve aesthetics. Administrator O'Connor asked Director Tolchin her method of reporting these issues, to which Director Tolchin replied that they are reported to Joe Attanasio, the Buildings and Grounds Supervisor at Headquarters and Eastern Branch. Mr. Attanasio was reported to be out on leave recently, and these reports may have reached someone acting in the interim. Director Tolchin stated that the Eastern Branch elevator issue was filed to the county a few days previous, when it occurred, through an incident report. She noted that this was the only problem that had occurred with the Eastern Branch elevator to date. Commissioner Burden lastly commented that the County had generously planted trees at Eastern Branch; but they were never watered. He added that it was a wonderful investment in the property and he hated to see it go to waste because of lack of maintenance. Administrator O'Connor thanked everyone for the feedback and requested to use Director Tolchin's office to make phone calls to address the issues at hand.

The motion was made by Commissioner Don Burden to schedule a closed executive session at the next meeting on November 15, 2016, was seconded by Commissioner Peter Doyle, and was unanimously approved.

Director's Report

The September financial report documents were introduced by Director Tolchin into public session.

Motion to approve the September financial report was made by Commissioner Nancy Grbelja, seconded by Commissioner Peter Doyle, and was unanimously approved.

Chairperson Swartz commented that Director Tolchin was doing a good job with the financials, and everything is as it should be.

Director Tolchin submitted three vouchers over \$10,000 for Commission approval. The first was for upgrades in Sirsi for the new calling system, the next was for mobile printing upgrades in Envisionware, and the third was for county fringe benefits.

Motion to approve the three vouchers was made by Commissioner Nancy Grbelja, seconded by Commissioner Don Burden, and was unanimously approved.

Commissioner Frank Wells further inquired about mobile printing and was very pleased to hear that it was launching at six branches very soon. Chairperson Swartz encouraged flyers and posters to be created that highlighted this new service.

Director Tolchin reported that Heidi has selected 6 candidates to interview for the open IT position at the library. Interviews to fill the position will begin shortly, and the selected candidate would be coming in as a Librarian 1. It is important that the candidate has not only an IT background, but is pursuing a position within a library setting. The individual will often be required to perform library functions as well as their other more specialized duties. This applies for the open Programming and Public Relations position, which has not yet been filled.

The staff team building training on September 23 greatly helped to unite the staff. Beverly Miller, from the Parks Department, was terrific in running the training. A positive aspect of the training was that there was no loss of service to patrons while the training was going on because no libraries needed to be closed during the event. Kate Hardy, the library's management assistant, recommended the training and it was wonderful recommendation. Director Tolchin stated that the library is committed to training its staff members.

Director Tolchin reported that Headquarters Library was voted "**Best of the Best**" by The Asbury Park Press's Reader's Choice Awards. She added that in recent political campaigning, the Monmouth County Library received positive praise and press by candidates running for office. Additionally, the Ocean Township Library was mentioned in a "Weird NJ" article due to the branch's proximity to the Oakhurst Mystery Tower. Director Tolchin commented that the Archives event went very well. Chairperson Swartz added that Commissioner Don Burden's presence at this event was a very positive thing, and she suggested that there should be further Commissioner attendance at future library events-particularly at Sunday's Olympian event. Tim McLoone and Shirleys would be there providing music at the event, and there will be a gymnastics demonstration by the Marlboro gym that trained local Olympian Laurie Hernandez. Chairperson Swartz suggested re-inviting all mayors as well as the families of local Olympians who hadn't yet responded about attending the event to ensure that they don't miss out on the opportunity to be there.

The Friends of the Monmouth County Library, who after a long period of internal reorganizing and restructuring, will also have a presence at Sunday's event. Director Tolchin mentioned that it would be a good idea to recognize the Friends at the event. They were a great help and key source of sponsorship for the Tim McLoone concert.

Chairperson Swartz inquired to Muriel Smith as to her progress on getting the word out to the newspapers about Sunday's event. Smith says there has been progress made; but it's difficult to get western Monmouth County events into eastern Monmouth County papers. The Two River Times, however, will hopefully have something covering the event that week. Chairperson Swartz added that CM Magazine, although mostly commercial in nature, does do a decent job advertising county programs. Muriel Smith announced that the Manalapan Patch, which now has a new writer, will be giving Smith a weekly column to talk about library events. Additionally, Smith mentioned that the Atlantic Highlands Herald has been very cooperative and will publish anything that Smith sends them about the Atlantic Highlands Library. Smith commented that the Atlantic Highlands Branch is a very active library with a lot going on.

Chairperson Swartz stated that the Comcast local TV channel through Brookdale has been seeking out key community people to interview. Recently, Director Tolchin was interviewed. Chairperson Swartz and Director Tolchin hope to collaborate with the TV station again soon, as it is a good way to get the word out about events at the library. Freeholder Burry added that she could set up a slot for the library on the "Monmouth in Focus" TV program broadcasted from Communications High School.

Director Tolchin wanted it reflected in the minutes that the library is thankful to Bob Compton for getting the Headquarters building equipped with automatic doors, and to Stan Brzozowski for supervising library construction. Director Tolchin also announced that there is a lockbox and security camera installed at Headquarters to assist the Sunday cleaning contractor in securing the building due to an issue.

Director Tolchin announced that today is Snapshot Day, promoted by NJLA. The Monmouth County Library is participating in this statewide event by keeping track of statistics, taking pictures of library activities, and posting them to the event's social media platforms.

Commissioner Don Burden commented that he received positive feedback from a patron regarding Oceanport Branch Manager Tom Cantalice. Burden relayed that the patron was very impressed with Mr. Cantalice's skills, particularly with technology. Director Tolchin agreed that Tom was working out very well, and commented that he is a good example of the fact that some of our best new hires begin as seasonal employees.

Teri O'Connor returned to the meeting after speaking on the phone with Bob Compton, the buildings and grounds supervisor at the County. She stated that Mr. Compton was unaware of the maintenance issues that had been brought up. She suggested that she and Director Tolchin meet with him to discuss a work order system to more efficiently resolve this and future B&G issues. Director Tolchin agreed that this was a good idea. O'Connor additionally stated that the recycling

receptacle was being looked at today, and that the Shade Tree department was going to go over to address the trees and watering issue. Meeting attendees thanked her for her prompt actions.

Assistant Director's Update

Assistant Director Amici reiterated that there would be a technology booth at Sunday's event showcasing ebooks, mobile printing, touch screen public catalogs, and children's Launchpad tablets. There would be handouts and tri-fold visuals, as well.

Self-service printing is up and running at Eastern Branch. Additionally, the Monmouth Beach Library is nearing completion stage and they will be having a soft re-opening soon. Amici will keep the Commission informed of any plans for a grand opening.

On November 4th, an attorney will provide a "Privacy in the Library in the Electronic Age" seminar for all library staff. Assistant Director Amici, after having already viewed this seminar at the NJLA conference, believes it will be very helpful to library staff in determining privacy rights in the library. Member library staff is also invited to attend this event. Chairperson Swartz and Commissioner Don Burden also encouraged administration to invite the local school librarians, as well. Doing outreach to the schools would go a long way as far as putting the Monmouth County Library in the forefront as a prestigious citadel for education.

Freeholder Burry announced that she attended the 125th Anniversary of the Avon by the Sea Library, and noted that it was a great event. She inquired if the County Library is ever in contact with libraries that are "out of system". Director Tolchin replied that yes, there is communication on a professional level with out-of-system libraries. For instance, sometimes they share salary information with one another. This professional network also extends to the Ocean County Library. Director Tolchin added that she is always happy to help and support out-of-system libraries.

The Commission Meeting broke for lunch at 12:28 pm.

The motion to go into Executive Session at 12:39 pm was made by Frank Wells, seconded by Nancy Grbelja and was unanimously approved.

The Commission returned from Executive Session at 1:02 pm in which they discussed union negotiations and personnel. No action regarding these topics was taken.

The motion to adjourn the meeting at 1:05 pm was made by Nancy Grbelja, was seconded by Frank Wells and was unanimously approved.

The next Library Commission Meeting is scheduled for November 15, 2016, and will be held at the Eastern Branch Library at 11:00 AM.

Submitted by Valerie Rago