

Monmouth County Library Commission Minutes

September 13, 2016

Eastern Branch, Shrewsbury

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

Guests: Muriel Smith

The meeting convened at 10:55 AM

Chairperson Renee Swartz welcomed all in attendance. Everyone stood for the Pledge of Allegiance.

Chairperson Swartz opened the meeting of September 13, 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.”

Minutes:

A motion to accept the minutes from the July 26th meeting was made by Peter Doyle and seconded by Frank Wells; approved without changes.

A motion to accept the closed executive minutes from the July 26th was made by Don Burden and seconded by Peter Doyle; approved with an abstention from Grace Abramov.

Chairperson’s Report:

Chairperson Swartz welcomed Freeholder Lillian Burry.

Mrs. Swartz who is involved in the New Jersey Center for the Book spoke about the National Book Festival which is held in Washington, DC. There is a reading and writing initiative which involves students from all 50 states in three categories: grades 4-6, 7-8 and 9-12. 60,000-65,000 essays are received by the Library of Congress; these essays are read and groups of essays are sent back to the states and state winners are determined. The national winners in each category are chosen from the state winners. New Jersey has had three national winners.

The National Book Festival is a two day event attended by 100,000 people filled with national author talks and exhibits. Mrs. Swartz urged the commission to attend as it is an exciting event.

Freeholder's Report:

Lillian Burry reported that the County purchasing department is working on reviewing the proposal and the associated paperwork for a consultant for renovations to Headquarters.

Staff negotiations are ongoing and the next meeting is scheduled for September 20. Mrs. Burry stated that County Counsel Steve Kleinman is doing a fine job.

Freeholder Burry received an anonymous letter from an irate neighbor of the Eastern Branch complaining about the condition of the library grounds. The letter was passed on to John Tobia, Monmouth County Director of Public Works & Engineering. Mrs. Burry was surprised at the letter as the Master Gardeners have been doing a fantastic job of keeping the entrance beautiful. Janet Dill and the Master Gardeners were praised for their hard work in all kinds of weather.

There was discussion of the concerns of the Master Gardeners about the trash containers or the lack thereof in front of the Eastern Branch. Discussion of the containers included talk about the containers used at Parks Department locations and the availability of those types of containers. Lillian Burry will speak to the Parks Department about obtaining a new trash receptacle.

Mrs. Burry spoke about the Senior Art Show she attended at Headquarters; it was very successful and well attended. The commission discussed the need to publicize these types of events and the types of media outlets which can alert the public to library programming. There was discussion of publicizing library events on local cable television channels.

Director's Report

Judith Tolchin spoke about an article which appeared in the Two River Times about the library's new service "Library in the Palm of Your Hand". This service makes the library's services available to the public 24/7. Ms. Tolchin was impressed by the enthusiasm of the reporter and hopes for more library related articles from the newspaper. There was discussion of sending the library's monthly calendar to local cable companies to appear on their community shows.

Financial Report

August Financial—Summary

Ms. Tolchin stated that the August expenses in the Detail Budget Account Status reflect \$447,559.04 expended in salary and wages in August with a year to date total of \$3,728,856.49. Other expenses totaled \$166,458.93 with an encumbered amount of \$122,039.19; year to date is \$1,847,420.33 other expenses. The combined year to date total is \$5,698,316.01.

For the reserve budget - \$13,285.91 is still encumbered for 2015. The remaining reserve budget for 2015 is \$1,012,309.34 which will be used for any additional expenses for last year.

Ms Tolchin opened the floor to questions. Ms Abramov asked if the remaining \$1,000,000.00 figure was all of the library fund balance; Ms. Tolchin replied that the fund balance is approximately \$5,000,000.00.

Financial reports were submitted into the public meeting.

A motion to accept the financial report was made by Nancy Grbelja and seconded by Grace Abramov and approved by the commission.

Branch Report

Ms. Tolchin reported that the Holmdel library's new facility is in the works. There was a meeting about the new facility which was attended by Ms. Tolchin, Ms. Amici, branch librarian Karen Nealis, Holmdel town officials and the architect. Tentative completion of the renovations of the building is about a year away. The plan was submitted to the committee for feedback; Ms. Tolchin had a few suggestions for ease of use by the public. Arcari and Lovino designed the space and Holmdel officials have the final say on design.

The new library will be approximately 13,000 square feet. Additional staff will be needed - perhaps two full time and one part time person in addition to the present staff. There will be meeting room space in the library with an additional meeting room of 2500 sq. ft., which may be under Holmdel town officials' control. That is still under discussion.

The commission discussed the advantages to the Holmdel community the new library would bring. The business community as well as the local school system will benefit from the new library.

There was some discussion about the Oceanport library and Fort Monmouth by Mrs. Swartz and Freeholder Burry and Grace Abramov; no final decision has been made by the township about a move.

There was some discussion about additional meeting room space at Fort Monmouth in the past for Eastern Branch which is presently not likely.

Monmouth Beach Library will reopen within the next two months. Ms. Tolchin suggested that the Commissioners might like to attend the reopening .

Eastern Branch's legal collection is used on a regular basis by many patrons. A call was received from the Monmouth County Courthouse library with a request for a print source they do not own but Eastern Branch does. The Courthouse Librarian praised the fact that the Eastern Branch has print sources. She stated the Courthouse sends patrons to Eastern Branch.

Friends of the Library Report

Beth Stamp is the president of the group. She is working on the paperwork to revitalize the Friends group and reestablish its 501(c)3 status. Freeholder Burry praised Mrs. Stamp's hard work and enthusiasm. Mrs. Swartz suggested that the Friends publicize their group and perhaps that can be accomplished by attending library programs and signing up new members.

A portion of the Friends letter was read outlining the scholarships they are awarding to recipients in Monmouth County.

Facilities and Programming Report

Ms. Tolchin reported that a contract to repair and renovate the Headquarters upper parking lot was approved by the Freeholders. The amount is \$251, 576.55. Freeholder Burry's efforts on behalf of the library are appreciated.

Ms. Tolchin discussed the need for a new copier in the Extension area of Headquarters. The original copier lasted for ten years. Approval for the funds was needed. The discussion of whether to spend \$9800.00 or \$12,000.00 ensued. Mrs. Swartz felt that a \$12,000.00 copier would last longer.

A motion to approve \$12,000.00 was made by Frank Wells and seconded by James Gray. Motion was approved.

Ms. Tolchin also noted that there was a resolution by Freeholders about the settlement agreement with Brockwell Carrington about the window problem in Eastern Branch.

The Commission discussed the print of the Declaration of Independence the library owns and where it should be housed. It was decided to hang it on the large wall in Headquarters near the meeting rooms. It may travel to other branches in the future. It was suggested Headquarters should inquire about insuring the print.

Programming

Upcoming Programs:

September is Library Card Sign Up month.

October 8 Archives and History Day at Headquarters.

October 23rd there will be a program held in Headquarters—A Salute to Monmouth County Olympians followed by a concert featuring Tim McLoone and the Shirleys celebrating the 4 Kings of Rock and Roll.

The Library will recognize the 75th Anniversary of Pearl Harbor in programs at Headquarters and Eastern Branch.

Technology Report

Ms. Amici requested approval for on spending \$13,410 on the new APP and 13 Ibeacons. The quote is over the \$10,000.00 limit requiring commission approval. The Ibeacons will be in each branch and will alert the patrons to any hold that may be available to them. Monmouth County Library receives a 10% discount from LibraryLinkNJ

Motion to approve purchase was made by James Gray and seconded by Nancy Grebelja. Motion was unanimously approved.

The robocaller system is half completed. There are 2 segments to this system. The first is so patrons can call in to the library and renew their items and see if they have any hold available.

The second segment allows calls to be made to patrons about their holds remotely by a machine thereby freeing library personnel and volunteers from making those calls.

There was discussion about whether to charge for the new internet user cards. It was decided to make them free for the first card and \$1.00 for any replacement cards.

A motion was made by Frank Wells and seconded by Don Burden. The motion to make the cards free was unanimously approved.

There will be a Technology booth at the October 23 program at Headquarters to promote library services to those attending the program.

During the week of September 19th mobile printing will become available at Headquarters and Eastern Branch. Also self -service printing will become available at Eastern Branch.

Ms. Amici and a committee are working on revamping the Monmouth County Library webpage which hopefully will be available by the end of the year. The committee and Ms. Amici are attempting to make the webpage fresher and more colorful and user friendly.

Mrs. Swartz complimented Ms. Amici on the fine work she is doing for Library.

A motion was made to accept the report by Frank Wells and seconded by Nancy Grbelja. Motion was unanimously approved.

A motion was made to go into executive session by Nancy Grbelja and seconded by James Gray. Motion was approved. Executive session began at 12:18 PM

The regular session resumed at 1:00 PM. Frank Wells, Vice-chairperson resumed the meeting as Chairperson Swartz departed during the Executive Session. Grace Abramov also departed during Executive Session.

Ms. Tolchin requested approval to change the Table of Organization to:

105.4 full time positons

43 part time positions

Motion to approve was made by Don Burden and seconded by James Gray. Motion to change the Table of Organization was unanimously approved.

The next meeting of the Commission will be on October 18th at Headquarters at 11 AM.

A motion to adjourn was made by Nancy Grbelja and seconded by Frank Wells and unanimously approved.

Meeting adjourned at 1:30 PM.