

Monmouth County Library Commission Minutes  
March 12, 2019  
Headquarters Branch Library

**Present:** Chairperson Renee Swartz, Commissioners Grace Abramov, Brian Boms, Nancy Grbelja, and Mary Ann Musich, Freeholder Lillian Burry, Director Judi Tolchin, and Assistant Director Heidi Amici

**Absent:** Commissioners Christina Requa and Frank Wells

**Guests:** Muriel Smith, Publicity Consultant; Teretha Jones (Neptune Township)

**The meeting convened at 11:12am.**

Chairperson Renee Swartz opened the meeting of Tuesday, March 12, 2019 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**

Chairperson Renee Swartz gave a few minutes for review of the meeting minutes from February 12, 2019. Opportunity was given for additions, corrections, and suggestions.

**A Motion to approve the open public meeting minutes of February 12, 2019 was made by Mary Ann Musich and seconded by Brian Boms. Unanimously Approved.**

**A Motion to approve the closed executive session minutes of February 12, 2019 was made by Brian Boms and seconded by Mary Ann Musich. Unanimously Approved.**

**State and National Report**

Chairperson Renee Swartz stated the New Jersey Center for The Book is planning a state-wide event in October 2019 where Jacqueline Woodson, four-time Newbery Honor Medalist, Coretta Scott King Book Award winner and former Young People’s Poet Laureate will speak. She will continue to provide further details as they are announced.

**Library Liaison Report**

Freeholder Lillian Burry stated the union labor committee negotiations have begun. The next meeting is scheduled for March 25, 2019 at 1:00 pm at the Headquarters Branch Library.

Lillian inquired if the Monmouth County Library was involved in the Literacy Volunteers of Monmouth County Literacy for All program. Judi stated the library's mission is literacy, but is not aware of this specific program. She stated the Monmouth County Library does partner with the Literacy Volunteers for the ESL (English as a Second Language) program provided at the library.

Lillian Burry stated the Colts Neck Library is conducting a book sale. The Commission commended all the Friends of the Library groups, volunteers, and the hard work that goes into holding a book sale. The Friends groups use the funds raised to sponsor programs and improvements to the library.

Lillian Burry asked if it was possible to meet the new staff member in charge of the Programming Department. Judi Tolchin stated she would invite Laura Migliore, Programming Department, to an upcoming Monmouth County Library Commission Meeting.

The Monmouth County Clerk will be holding a program at the Headquarters Branch on March 27<sup>th</sup> at 5:30 pm. Lillian Burry has been invited to attend and participate along with historians throughout the county.

Lillian stated the Food for Fines program will be held during National Library Week in the month of April.

### **Headquarters Renovation Update**

#### **Project Status**

Director Judi Tolchin provided an update on the Headquarters renovation project. Additional furniture deliveries are being received and Heidi Amici has been providing a double check upon arrival. The furniture has exceeded its current storage space and Meeting Room 8 will be utilized as additional storage.

The requests for qualifications for architects were advertised and have now closed. The Monmouth County Engineering Department selected three qualified architects to request bids - Arcari & Iovino Architects, P.C., Hubbard Associates LLC T/A Settembrino Architects, and Spiezle Architectural Group, Inc. to submit proposals. These proposals are due on March 19<sup>th</sup>. The Commission would like to request that they be included in the review and selection process.

Invoices for partial payments are being processed as they come forward. Payment is required to be processed through County Purchasing within sixty days and the library is ensuring compliance.

### **Financial Report**

#### **February Financials - Detail Budget, Check Writing, Reserve Budget, Grant Budgets, Capital Accounts**

Director Judi Tolchin submitted the February 2019 Financial Report to the Commission, including the Detail Budget, Check Writing, Reserve Budget, Grant Budgets, and Capital Accounts wherein the 2019 detail budget account charged year to date is \$1,573,721.46 posted to the temporary budget of \$4,458,562.00; this total includes encumbered amounts. The 2019

reserve budget includes \$1,508,678.73 in remaining 2018 funds with \$1,012,770.37 available. The remaining capital account for the renovation in the amount of \$1,497,000 has an available amount of \$1,485,770.84 as of February 28, 2019. These funds are reserved for the completion of the adult library and the lobby. The Capital Account for the Eastern Branch ADA (Americans with Disabilities Act) ramp was included in the summary for informative purposes only, as the project is not managed by the library. The Grant Fund Accounts reflect amounts used for the Career Connections Grant.

**A Motion to approve the February 2019 Financial Reports including the Detail Budget, Check Writing, Reserve Budget, Grant Budgets, and Capital Accounts was made by Nancy Grbelja and seconded by Grace Abramov. Unanimously approved.**

Lillian Bury stated a public vote regarding the tax levy will be held soon.

#### West Legal Research Contract

The West Legal Research contract expires at end of this calendar year. The database resource provides case law reference and research and is available at the Headquarters and Eastern branches. The Eastern branch experiences a high level of patron usage of this resource. A three year contract for database access to WestLaw will have a first year cost of \$25,104.12 with a 1% increase per year for three years.

**A Motion to approve a contract renewal with West Legal Research in the amount of \$25,104.12 with a 1% increase per year for three years was made by Nancy Grbelja and seconded by Grace Abramov. Unanimously approved.**

#### Director's Report

Director Judi Tolchin stated there is a Trustee Institute event occurring soon and March 12<sup>th</sup> is the last day to register. Judi stated she would register any Commissioner interested in attending and provided a packet containing information pertaining to Commissioners and additional resources available from the New Jersey State Library for trustees.

A leaflet was provided that serves as a summary outline of all the access, services, and resources provided to patrons with their Monmouth County Library card. The Commission suggested this information is circulated throughout the system and the community. A suggestion was also made to send an informative letter to county communities updating them on the Monmouth County Library system.

Sea Bright Library, a member of the Monmouth County Library system, is holding a grand opening on Saturday, March 16<sup>th</sup> at 12:00 pm. Having been closed since Superstorm Sandy, then being temporarily housed at First United Methodist Church, they are delighted to be opening and unveiling their library. Judi invited all Commissioners to attend.

The Eastern Branch sculpture certification letter has been submitted to Monmouth County Purchasing. The artist has updated his proposal. This is set to be approved at the next Monmouth County Board of Chosen Freeholders meeting being held on March 18<sup>th</sup>. Renee Swartz asked if there was a completion and delivery date established for the sculpture. It was stated, after

Monmouth County Board of Chosen Freeholder approval, the sculpture will take approximately six to eight months to complete. This project will total \$48,500. Judi stated she would provide Lillian with a copy of the proposal and the certification letter.

The LEAP (Library Equal Access Program) program has begun at the Headquarters library. This program is through the New Jersey State Library and provides additional services and equipment to individuals with visual impairments. A formal launch and associated program have not yet been established. The Monmouth County Library is the 12<sup>th</sup> library in the State of New Jersey to offer this program.

Glenn Cashion is scheduled to speak about the Civil War Medal of Honor that was recovered and returned to his family on Thursday, May 30<sup>th</sup> at 2:00 pm at the Headquarters library. This will coincide with the historical date of the original Declaration Day of the Civil War. Glenn Cashion will also be speaking at the Freehold Library and the Middletown Historic Society.

The Monmouth County Library was nominated for an award from IMLS (Institute of Museum and Library Services). The library has been informed that they have not been selected as one of the recipients. The Monmouth County Library Commission is honored to have had the library nominated. A suggestion was made to send a letter of thanks to Congressman Chris Smith for nominating the library.

Judi has submitted the State Aid Report.

#### **Assistant Director's Update**

Assistant Director Heidi Amici stated the next furniture delivery is scheduled for March 26<sup>th</sup> and the items received will be stored in Meeting Room 8 at the Headquarters library. Library Interiors, Inc. will be onsite during the delivery of the Agati pods.

Shrewsbury Township Councilwoman Kim Eulner has asked about utilizing the Eastern Branch's electronic sign as a shared service. They submitted samples of the messages they were looking to display. The Commission stated the Eastern Branch is a County operated branch and cannot show one township's messages while not showing others. The volume of Eastern Branch Library programs also keeps the electronic sign fully utilized. The Commission is in agreement that this request cannot be met.

A meeting will be held this Spring for all of the Monmouth County Library members to discuss programs, services, and new initiatives.

A question was asked regarding if any new equipment would be coming into the library. Heidi stated new initiatives are in discussion, including discussing the possibilities of Chrome book lending. The library is working with Monmouth County Purchasing to lower the cost of Verizon services. The new projector has been installed in Meeting Room 3 and has been functioning smoothly. This has helped the library in preparing for Maker's Day, which is occurring on Saturday, March 23<sup>rd</sup>. Renee suggested Heidi speak with Muriel Smith to provide her with information to include in upcoming articles.

### **Publicity Report**

Publicity Consultant Muriel Smith stated Marker's Day is coming up on March 23<sup>rd</sup> and press releases have been sent out. It was stated that there are twenty-five or more contributors for this day and last year this successful program had nearly one-thousand people in attendance.

A book sale is being held at the Colts Neck Library from March 14<sup>th</sup> through March 16<sup>th</sup>. The volunteers at the Colts Neck branch have worked hard to organize and run this book sale. Muriel asked what is done with books that were not purchased during the book sale. It was stated that the paperback books are recycled and the hardcover books are sent to Better World Books for distribution to those in need. A suggestion was made to partner with the local industrial arts programs at schools for use as material in furniture building. Heidi requested contact information for one of these programs and Muriel stated she would provide that to her.

Grace Abramov stated, when the Barnes and Noble in Howell closed, they donated books to the Friends of the Library group at the Howell Township Library for sale in their branch's book sale.

Muriel likes the idea of composing a story about book clubs and asked if further information pertaining to them could be provided to her.

Muriel stated over the last two weeks while attending three different events, she was told how wonderful the electronics provided by the Monmouth County Library are. She commended Heidi and stated her hard work is appreciated.

Renee Swartz thanked Muriel for all the work she does writing articles and promoting all the wonderful services of the library.

Renee Swartz suggested including the LEAP (Library Equal Access Program) program into an article.

### **Closed Executive Session**

**A Motion to adjourn to closed executive session to discuss the Library's Collective Bargaining Agreement and other personnel issues as permitted by the Open Public Meetings Act was made by Nancy Grbelja and seconded by Brian Boms. Unanimously approved.**

The Commission adjourned to Closed Executive Session at 12:30 pm.

**A Motion to resume regular session was made by Nancy Grbelja and seconded by Mary Ann Musich. Unanimously approved.**

The Commission resumed the regular session at 1:00 pm.

### **Commissioner Comments**

An article was cited from two years ago in which the American Library Association, in conjunction with the Pew Research Center, conducted a study and concluded 72% of the United States population walked through a library within a 12 month period.

Renee Swartz asked about the number of book clubs in the Monmouth County Library system. Heidi Amici stated a meeting regarding book clubs was recently held and she would provide information to the Commission. System-wide, book clubs are popular among patrons. A recommendation was made to publicize the book clubs offered and possibly designate a day as Book Club Day.

The Rumson Library was highlighted for their book club and Chili Cook Off held at the library. The Commission complemented their involvement in the community.

Renee Swartz suggested requesting a report regularly from the Friends of the Library, including updates on their current and scheduled initiatives. Judi Tolchin stated the President of the Friends of the Library is unavailable on Tuesdays and it was suggested that a representative may be sent in their place. A suggestion was made to invite all of the Friends of The Library groups to attend and provide a report. Judi stated United for Libraries holds a national week of recognition of Friends of the Library groups in October. It was stated that Friends groups provide sponsorship of library programs as a main objective and other library needs.

A suggestion was made that the Monmouth County Library Commission Meeting be held at various different libraries within the Monmouth County System.

Grace Abramov asked when the Commissioners needed to file public disclosure statements. Judi Tolchin stated this document will be sent to each Commissioner by the County when they are due.

### **Public Comments**

Neptune Public Library Board of Trustees Chair Teretha Jones attended the meeting. She offered some comments and suggestions to the Monmouth County Library Commission.

### **Next Meeting**

The next meeting will be held on Tuesday, April 9, 2019 at the Headquarters Library at 11:00 am.

### **Scheduling of Closed Executive Session at Next Meeting**

**A Motion to schedule a Closed Executive Session at the next meeting on Tuesday, April 9, 2019 was made by Nancy Grbelja and seconded by Brian Boms. Unanimously approved.**

### **Adjournment**

**A Motion to adjourn the meeting was made by Nancy Grbelja and seconded by Brian Boms. Unanimously approved.**

The meeting concluded at 1:01 pm.

Submitted by Kimberly Conover