

Monmouth County Library Commission Minutes
April 9, 2019
Headquarters Branch Library

Present: Chairperson Renee Swartz, Commissioners Grace Abramov, Brian Boms, Mary Ann Musich, Christina Requa, and Frank Wells, also present Freeholder Lillian Burry, Director Judi Tolchin, and Assistant Director Heidi Amici

Absent: Commissioner Nancy Grbelja

Guests: Muriel Smith, Publicity Consultant

The meeting convened at 11:40 am.

Chairperson Renee Swartz opened the meeting of Tuesday, April 9, 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 March 12, 2019. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the open public meeting minutes of March 12, 2019 was made by Mary Ann Musich and seconded by Brian Boms. Frank Wells abstained. Approved.

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

State and National Report

Chairperson Renee Swartz stated a proclamation was received from the Monmouth County Board of Chosen Freeholders in celebration of National Library Week. Director Judi Tolchin stated she was happy to have received the proclamation on behalf of the Monmouth County Library Commission and thanked the Monmouth County Board of Chosen Freeholders for their support.

Renee cited the pamphlet provided by the library that summarizes the features and services offered by the library, as well as the location, operating hours, and contact information for all thirteen branches.

Renee shared an article written by Publicity Consultant Muriel Smith featuring a previous Monmouth County Library Commissioner's trip to England and visit to the House of Lords.

Renee informed the Monmouth County Library Commission that board members are required to file a financial disclosure with Monmouth County by April 30, 2019.

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. Renee Swartz and Judi Tolchin both sent a letter of thanks to Congressman Chris Smith for nominating the library.

Renee will be attending a national event in the late spring/early summer relating to libraries. She will report on the event to the Monmouth County Library Commission at the meeting following the event.

Library Liaison Report

Freeholder Lillian Burry stated many Monmouth County buildings have defibrillators. During a meeting held at the Monmouth County Police Academy, the Monmouth County Sheriff's Department suggested Lillian consider defibrillator devices be added to the library buildings. Concerns were raised regarding the training required for staff members, as staff members rotate and are not always in the same location, and the potential liability. A question was asked regarding the monetary cost of purchasing and maintaining defibrillator machines. The potential monetary cost is unknown at this time. Lillian suggested inviting a Jim Schatzle, Team Life Sales Representative to attend the next Monmouth County Library Commission Meeting. Judi additionally suggested also extending an invitation to attend to Kathy West, Monmouth County Safety Coordinator.

Headquarters Renovation Update

Project Status

Director Judi Tolchin provided an update on the Headquarters renovation project. The Agati pods have been received and are being stored on site.

Bid proposals have been received from two of the three qualified architects; Settembrino Architects and Spiezle Architectural Group, Inc. Monmouth County Engineering is evaluating the proposals with a selection team to rate, score, and award a contract. Once this process is completed, it will be brought before the Monmouth County Board of Chosen Freeholders for approval. Once this approval has been received, a contract and purchase order will be issued to the selected architect. The chosen architect will then submit a design and phasing plan for the interior ceiling and electrical. The Monmouth County Library Commission requested to be included in the design decision process and has submitted to Monmouth County their preference of architect.

The New Jersey State Library website provided an update on The New Jersey Library Construction Bond Act of 2017 on March 11, 2019. In summation, Construction Bond activities

have begun moving forward. Discussions are continuing on how much of the current need will be covered by the \$125 million grants with the one-to-one match and a survey may be distributed somewhere in the grant process to determine the overall level of need. It is still unknown when the grant application period will be opened and the Monmouth County Library Commission would like to be prepared in advance as the grant application process will be competitive for the receipt of funds.

Financial Report

March Financials - Detail Budget, Check Writing, Reserve Budget, Capital Budgets, Grant Budgets

Director Judi Tolchin submitted the March 2019 Financial Report to the Commission, including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets wherein the 2019 detail budget account charged year to date is \$2,187,223.05 posted to the approved budget of \$16,985,000; this total includes encumbered amounts. The 2019 reserve budget includes \$1,207,658.72 in remaining 2018 funds with \$1,012,198.56 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 March 31, 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 March 2019 Financial Report including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets was made by Frank Wells and seconded by Grace Abramov. Unanimously approved.

The tax levy was approved by the Monmouth County Board of Chosen Freeholders. The 2019 tax levy is \$15,300,000 with remaining amounts to support the library from the fund balance, New Jersey State aid, and fines and photocopy revenues for a total of \$16,985,000.

Voucher Approval – Murray Paving & Concrete and Agati, Inc.

A voucher was submitted for approval for a partial payment to Murray Pavement and Concrete in the amount of \$16,825.36. This payment will bring this purchase order to ninety percent of payment with ten percent held until the completion of the electrical engineering plans.

A voucher was submitted for payment to Agati, Inc. in the amount \$51,571.20. The Agati pods have been delivered and are being stored on site at the library.

A Motion to accept and approve the vouchers for partial payment in the amount of \$16,825.36 to Murray Pavement and Concrete and \$51,571.20 to Agati, Inc. was made by Frank Wells and seconded by Grace Abramov. Unanimously approved.

Essex Regional Education Services Commission Agreement

The Essex Regional Education Services Commission Agreement was submitted to continue to provide the Migrant Education Program with meeting room space at the Monmouth County

Library Headquarters for the summer. This program is coordinated by the Essex Regional Education Services Commission and they provide this service to Monmouth County residents.

A Motion to approve the Essex Regional Education Services Commission be provided with meeting room space for the Migrant Education Program from July 5, 2019 through August 16, 2019 was made by Frank Wells and seconded by Brian Boms. Unanimously approved.

Director's Report

Director Judi Tolchin provided an update on the Eastern Branch sculpture. The library is waiting for approval from Monmouth County Purchasing. The documents requested from the sculptor have been submitted. Once approval is received from Monmouth County Purchasing, it will be presented to the Monmouth County Board of Chosen Freeholders for approval. The sculpture will take six to eight months to complete once final approval is received and funds are provided for the purchase of materials. The Monmouth County Library Commission suggested a target completion date to coincide with Veteran's Day. Monmouth County Engineering has submitted an inquiry as to the location that is desired for the placement of the sculpture. Coordination with Buildings and Grounds will also be needed for the placement and installation of the sculpture. A suggestion was made to establish a subcommittee to complete this task. Lillian Burry will coordinate a meeting and a subcommittee will be established after the meeting.

Judi informed the Commission that NJLA (New Jersey Library Association) and The New Jersey State Library is seeking legislative support to restore per capita state aid to full funding. State aid is crucial to funding library services. The NJLA (New Jersey Library Association) website has additional information and a sample form letter.

Judi thanked Mary Ann Musich and Brian Boms on their planned attendance at the upcoming Trustee Institute.

Assistant Director's Update

Assistant Director Heidi Amici stated April 9th is National Library Workers Day. The Friends of Monmouth County Library sent a token of appreciation to staff members and the Commission thanks them.

Heidi is continuing to work with Monmouth County Purchasing to obtain a reduced rate for Verizon internet services. Additional coordination with Helen Fiore, Director of Purchasing and Monmouth County IT may assist in the process of obtaining this savings on services. If this savings can be obtained, the library would see an approximate sixty percent savings while continuing to provide dedicated internet service to patrons.

The library will be working with John Tobia, Director of Public Works and Engineering and the Monmouth County Department of Engineering on purchasing a new van. Heidi has obtained the documentation form for completion and submission. Approval was received during a previous Monmouth County Library Commission meeting to allocate funds for the purchase of a van. The vans are used to transport library materials between branches and members on a daily basis.

Programming Coordinator Report

Programming Coordinator Laura Migliore presented on current and future programming occurring at the Monmouth County Library. Programs have been scheduled to commemorate the 75th anniversary of D-Day. Some of these programs include a big band concert being held on June 2nd at the Monmouth County Library Headquarters, featuring music from the World War II era. Prior to the concert beginning, a presentation will be held by a local historian about World War II. Different films and theatrical events, as well as presentations, will also be held leading up to the anniversary. On April 28th, a Billy Joel tribute band will be performing at the library. In May, a presentation will be held on the subject of human trafficking. Asian Pacific American Heritage Month will also be celebrated at the library. On May 31st, a presentation will be held by a family member of a Civil War Medal of Honor recipient whose medal was recently recovered and returned to the family. Holocaust Remembrance Day will also be commemorated at the library. Laura stated she is currently developing programs for the summertime and through the end of the calendar year. Some of the events coming up in the summer are a Shakespeare theatrical performance from the Shakespeare Theater of New Jersey and a concert commemorating the 50th anniversary of Woodstock. In September, a Bruce Springsteen tribute band will be performing at the library. In November, an electric violinist will be performing at the library.

Judi highlighted Maker's Day; held at the library on March 23rd. She stated there were over one thousand people in attendance for this amazing event. This event was made possible through the hard work of the Programming Department, Children's Department, and community support.

Publicity Report

Publicity Consultant Muriel Smith stated a feature article was printed on Francesca du Ciel, poet and author of *du Ciel of the Heavens*, and her Meet the Author event held at the Monmouth County Library Atlantic Highlands Branch; April is National Poetry Month. Another article that was printed featured the Children's Librarian at the Monmouth County Library Atlantic Highlands Branch, Lauren Garcia.

A suggestion was made to send the photo commemorating National Library Week to the Two Rivers Times and other local newspapers.

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 Brian Boms and seconded by Mary Ann Musich. Unanimously approved.

The Commission adjourned to Closed Executive Session at 1:09 pm.

A Motion to resume regular session was made by Brian Boms and seconded by Mary Ann Musich. Unanimously approved.

The Commission resumed the regular session at 1:34 pm.

Commissioner Comments

The Monmouth County Library Commission commemorated National Library Week with a photo taken at the Monmouth County Library Headquarters. The members of the Monmouth County Library Commission also contributed food items to the Monmouth County Library food drive.

A Two Rivers Times article on the opening of the Sea Bright Library was highlighted. The library had been closed due to damage sustained during Superstorm Sandy. The library has been fully restored and the opening day event was a wonderful celebration. A thank you was extended to Heidi Amici for her work getting the technology established and working within the library.

October is National Reading Group month. Suggestions were made to highlight the book groups throughout the Monmouth County Library System during the month of October.

The Commission would like to plan the dedication of the Eastern Branch sculpture for the month of November.

A suggestion was made to advertise the Monmouth County Library on local television channels.

The library has established a goal of increasing library card registrations. Suggestions were made on how to achieve this.

Next Meeting

The next meeting will be held on Tuesday, May 14, 2019 at the Wall Township Branch 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, May 14, 2019 was made by Grace Abramov and seconded by Christina Requa. Unanimously approved.

Adjournment

A Motion to adjourn the meeting was made by Frank Wells and seconded by Christina Requa. Unanimously approved.

The meeting concluded at 1:40 pm.

Submitted by Kimberly Conover