

Monmouth County Library Commission Minutes
June 18, 2019
Eastern Branch Library

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

Absent: Commissioner Christina Requa

Guests: Muriel Smith, Publicity Consultant

The meeting convened at 11:13 am.

Chairperson Renee Swartz opened the meeting of Tuesday, June 18, 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 May 14, 2019. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the open public meeting minutes of May 14, 2019 was made by Frank Wells and seconded by Brian Boms. Grace Abramov abstained. Approved.

A Motion to approve the closed executive session minutes of May 14, 2019 was made by Frank Wells and seconded by Mary Ann Musich. Grace Abramov abstained. Approved.

State and National Report

Chairperson Renee Swartz shared a photo taken for National Library Week and suggested it be displayed. She also shared *The Monmouth Historian* from the year 1973 from the Monmouth County Historical Association. A suggestion was made to place the item on display.

Library Liaison Report

A meeting was previously held regarding the Eastern Branch sculpture to decide on the location for its placement. Prior to the start of the Monmouth County Library Commission meeting, a meeting was held with County Engineering and a County Landscape Architect. Freeholder Burry requested that Monmouth County Engineering and the Landscape Architect speak with Monmouth County Purchasing in case anything may need to go out to bid.

Automatic External Defibrillator Presentation

Jim Schatzle, President of Team Life gave a sales presentation to the Commission regarding Automatic External Defibrillators (AED) devices.

The Commission asked if anything was included for children and what additional items were contained within the machine. Mr. Schatzle stated there are juvenile pads for those weighing less than 55 pounds, scissors for removing bulky clothing, and a mask for providing mouth-to-mouth resuscitation. The Commission inquired as to what training program is required. Mr. Schatzle stated CPR (cardiopulmonary resuscitation) certification through the American Heart Association. Concerns were expressed regarding the liability placed on the library and staff when having an AED machine on the premises and the maintenance program needed to ensure the device functionality. Additional concerns were expressed regarding current staffing levels and the hardship maintaining trained staff would create.

The Commission thanked Mr. Schatzle for his presentation.

Building Renovation and Maintenance Update

Project Status – Headquarters Adult Reading Room and Lobby

An initial kick off meeting was held on May 20th with County Engineering and County Architect, Settembrino Architects, Library Administration and Buildings and Grounds. This meeting was to address the lighting, electrical, and phasing. Design choices will be presented to the Commission when those discussions begin. A few minor changes have been made. A follow up meeting will be held on June 21st. Once the phasing plan has been established, Monmouth County Safety will be brought into the process. A formal schedule is still in process.

Project Status – Headquarters Lobby Restrooms

The Headquarters Lobby Restroom project is a capital project fully managed by the County. This project is anticipated to begin in spring of 2020. The Commission discussed trying to minimize restroom closures and coordinating with the Programming Department to reduce disruptions. For the project, it has been discussed to have the option of a low maintenance epoxy floor instead of using tile with grout. Alternately, large tiles would minimize grout lines. It was noted that epoxy floors do require ongoing maintenance. A question was asked if there is a cost savings for using epoxy for the floor. The answer is that they do not believe there is a cost savings. The estimated cost of the project is \$245,000 and under the jurisdiction of the County with charges assessed to the Library Indirect plan.

Project Status – Eastern Branch ADA Ramp

An update was provided on the Eastern Branch ADA (Americans with Disabilities Act) ramp. The brick pavers will be replaced with concrete, the rails will be replaced, the slope will be reduced to make the incline less steep, and the bollards will be replaced.

Project Status – Eastern Branch Sculpture

Prior to the start of the Monmouth County Library Commission meeting, a meeting was held with a County Engineer and County Landscape Architect. Judi presented the architectural plans provided during the meeting. The sculpture will be placed on a raised platform at the Eastern Branch facing Route 35 making it visible from outside and inside the library simultaneously. The platform will be four-feet tall and the combined height of the platform and sculpture will be eleven-foot tall. A spotlight will be placed for nighttime visibility. Benches, landscaping, pavers, and a three-foot tall fence will be put in around the sculpture. The sculpture has an anticipated completion in November 2019. For installation, a crane will be needed to lift the sculpture into place. Once the sculpture is placed, then the benches, landscaping, pavers, and fence will be installed.

The funding for the sculpture is available through a grant established from the funds bequeathed to the Monmouth County Library by Charles Raffetto in the amount of \$78,370.71. The proposed landscaping has an estimated cost of \$62,016.35 in addition to the cost of the sculpture (\$48,500). Available toward the installation is approximately \$29,500 of the grant to be used toward for architectural features and landscaping so the project is not fully funded under the plan. The cost estimate does not include possible additional labor costs from the County.

A Motion to approve the proposed County Engineering and Landscape Architectural plans at the cost of \$62,016.35, with a not to exceed amount of \$70,000 was made by Frank Wells and seconded by Grace Abramov. Unanimously approved.

The Commission would like to extend an invitation the Raffetto family to attend, participate, and honor Charles Raffetto during the sculpture dedication. An additional suggestion was made to send a letter to update the family.

Financial Report

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

Director Judi Tolchin submitted the May 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 \$3,814,310.80 posted to the approved budget of \$16,985,000; this total includes encumbered amounts. The reserve budget includes \$1,100,454.58 unexpended in remaining 2018 funds; remaining amounts will go into the library fund balance.

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 May 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 May 2019 Financial Report including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets was made by Nancy Grbelja and seconded by Frank Wells. Unanimously approved.

Voucher Approval – Exemplis Corp.

The Exemplis Corporation invoice has been received and submitted for approval in the amount of \$40,568.08.

A Motion to accept and approve the voucher for payment in the amount of \$40,568.08 to Exemplis Corporation was made by Nancy Grbelja and seconded Mary Ann Musich. Unanimously approved.

Director's Report

Director Judi Tolchin stated the possibility of auto-renewing materials and eventually going fine-free is under discussion as it has been a growing trend in neighboring counties and in smaller

libraries. If this is implemented, there will be a loss in revenue. At this time, only a few large libraries are adopting these procedures. A suggestion was made to track the trends for longer and discuss this again in the Fall. An additional suggestion was made, if adopting these procedures, to start partially with just auto-renewals first.

Judi was part of a team of librarians in NJLA legislative visits with NJ State Senator Declan O'Scanlon's representatives. They talked to Beau Huch, Esq. about state aid, the Career Connections grant ending June 30, 2019, the support of LibraryLinkNJ for delivery, minimum wage and its impact, and the New Jersey Public Library Construction Bond Act.

An ALA (American Library Association) report on the State of American Libraries was provided to the Commission.

The Microfilm Reader Printers have been received by the Headquarters and Eastern branches.

The library will be participating in the Monmouth County Fair.

Judi wrote a thank you letter to the Trendsetters who provided the library with a \$1,500 donation. Ocean First Bank gave a donation to the Holmdel Library. A grant was established for Holmdel in the amount of \$2,500. An additional \$1,500 was donated by the Ocean First Foundation with the funds sent to the Holmdel Library Foundation. Ocean First Bank and Ocean First Foundation were gratefully acknowledged.

A letter was received from a local lawyer complementing the Eastern Branch staff for their assistance and his access to the legal resources offered by the Monmouth County Library.

Assistant Director's Update

Assistant Director Heidi Amici stated she is continuing to research computer options and pricing. She will present further information at the next meeting.

The van purchase specifications came back with a cost of \$28,235.11.

Publicity Report

Publicity Consultant Muriel Smith asked for guidance regarding articles about the Eastern Branch sculpture and artist. She suggested writing an article to publicize the Raffetto bequest. Additionally, she would like to write an article about the artist and another article about the sculpture and dedication. It was suggested to publicize the artist profile about three months prior to the dedication and then about a month prior to the dedication publicize the bequest and dedication celebration.

It was suggested to write an article about the summer activities offered at the different libraries for kids and teens. This could highlight the summer reading program.

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 Frank Wells. Unanimously approved.

The Commission adjourned to Closed Executive Session at 12:29 pm.

The Commission resumed the regular session at 12:46 pm.

Memorandum of Agreement – Monmouth County Library Commission, The County of Monmouth, and AFSCME New Jersey Council 963 [63]

A Motion to approve the memorandum of agreement between the Monmouth County Library Commission, the County of Monmouth, and AFSCME New Jersey Council 963 [63] was made by Nancy Grbelja and seconded by Mary Ann Musich. Unanimously Approved.

Commissioner Comments

A question was asked about how the circulation has been at the Holmdel branch since moving into the new Bell Works building. It was requested that this information be provided at the next meeting.

National reading group month is October. Currently, several authors are scheduled to give talks via Skype and in person.

The Two River Times published an article about the library's recommended summer reading.

The Commission complimented the large weekend programs held on Saturdays and Sundays. They would like to continue to see more large programs scheduled for Sundays.

Public Comments

Mae Lin Tang, AFSCME Union Secretary and library employee thanked the Commission for their hard work in the collaborative effort of negotiating the union contract.

Next Meeting

A meeting to be held in the summer months is to be determined.

Currently, the next scheduled meeting will be held on Tuesday, September 10, 2019 at the Eastern Branch Library at 11:00 am.

Adjournment

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

The meeting concluded at 1:30 pm.

Submitted by Kimberly Conover