

Monmouth County Library Commission Minutes
October 15, 2019
Headquarters Library

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

Absent: Commissioner Nancy Grbelja. Also not present: Meghan Bennett, Special Counsel; Muriel Smith, Publicity Consultant

Guests: Christopher Marion, Deputy County Administrator

The meeting convened at 11:11 am.

Chairperson Renee Swartz opened the meeting of Tuesday, October 15, 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 September 10, 2019. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the open public meeting minutes of September 10, 2019 was made by Grace Abramov and seconded by Brian Boms. Unanimously Approved.

A closed executive session was not held during the September 10, 2019 meeting.

State and National Report

Chairperson Renee Swartz stated annually the Center for the Book in each state, in conjunction with the Library of Congress, holds a Letters about Literature program where students in grades four through twelve submit letters stating the impact that literature has had on them. From the submissions received in New Jersey, finalists are chosen within the three separate age categories and then a winner in each separate age category is chosen. Then from all of the state level winners, the Library of Congress chooses a national winner.

The New Jersey Center for the Book, in partnership with The College of New Jersey (TCNJ) will be hosting a literary event on October 16th featuring Jacqueline Woodson, United States Young People’s Poet Laureate. As Ms. Woodson is a children’s author, elementary school aged children will be participating in the event. This event will be recorded and streamed at thirty-eight schools

and eighty-six public libraries throughout New Jersey. The Monmouth County Library Headquarters will be streaming the event and in conjunction with a children's programs relating to the work and art of Jacqueline Woodson.

AED Devices

Freeholder Lillian Burry asked Deputy County Administer Christopher Marion to speak to the Commission about the AED (Automated External Defibrillator) devices. Mr. Marion stated at the September 10, 2019 Monmouth County Library Commission Meeting the Commission approved the purchase of AED devices with a device maintenance contract at a not to exceed amount of \$5,000 for the Monmouth County Library Headquarters and Eastern branches. On October 9th and 10th two purchase orders were submitted; one purchase order in the amount of \$3,390 for the acquisition of Power Heart G5 AED devices from Team Life, Inc. and a second purchase order in the amount of \$780 for annual maintenance on the AED devices for a total cost of \$4,170. Both requisitions are currently in process. Meghan Bennett, Special Counsel drafted a memorandum regarding liability and the Good Samaritan laws. The memorandum is an indemnification for any or all employees, while not required to be trained in the operation of an AED device, who may assist in an event of AED device use. A copy was provided to the Commission for their review. Prior to the installation of the AED devices, a policy or protocol will need to be established. Through Team Life, Inc. a physician's prescription will be obtained allowing for an AED device on premises.

A suggestion was made to survey the Monmouth County Library branch location townships to see which townships have AED devices installed in other municipal buildings.

Library Liaison Report

Freeholder Lillian Burry provided an update on the status of the Monmouth County Library Commissioner vacancy. A candidate search was conducted and a potential appointee has been found in Barbara McMorrow. The Commission thanked Freeholder Burry for her diligence in seeking a qualified candidate.

Eastern Branch Sculpture and ADA Renovation

Deputy County Administrator Christopher Marion spoke to the Commission regarding the Eastern Branch sculpture. He stated the contact issue with the artist has been resolved. Additionally, Mr. Marion informed the Commission that the installation process was discussed and it does not look as if Public Works or Buildings and Grounds will be able to complete the installation process. Outside companies with the capability of assembling the sculpture on site have been looked into. Harry Gordon Studios, LLC run by Harry and Wendy Gordon located in Lambertville, New Jersey specializing in sculpture handling, moving, and installation was found. Monmouth County Purchasing will be following up and a proposal has been requested. Once a proposal has been received a timeline for installation can be established. There is no estimated cost at this time and under local public contracts law this falls under artistic/intrinsic in nature so competitive bidding man not be required.

Once a sculpture dedication date is established, the Commission would like to invite the Raffetto family to be present and participate in the event.

A question was posed regarding the plaque for the sculpture and when it will be installed. The response was that the plaque will have to be placed at a later date as the sculpture is not currently placed, exact measurements have not been established, and a mounting location has not been chosen. A base for the sculpture will need to be installed by County Engineering prior to the sculpture installation. A question was asked as to what is the timeline for installing the base. At this time, the installation of the base will be in conjunction with the ADA (Americans with Disabilities Act) renovations. Kristen Wishart, Monmouth County Architect is the lead on the ADA renovation project and provided a report to Christopher Marion, Deputy County Administrator stating the contract with Discover Construction was executed and a pre-construction meeting was held on September 24th. The notice to proceed was given on September 26th and the contract began on September 27th. Within the next month, they are to approve contractor's schedules and a phase staging plan, install temporary fencing in order to protect large trees, set up a construction fence around the contractor staging area, then start and complete construction on the monument base and sidewalks, and then begin building a temporary entrance. Mr. Marion stated he will follow up with Ms. Wishart for a status update.

Eastern Branch 50th Anniversary Plaque

Freeholder Lillian Burry stated a plaque will be installed commemorating the Eastern Branch 50th Anniversary and the Monmouth County Library Commission. There was a printing error that occurred on the proof of the plaque and a correction will be made. The plaque will be ready to present at the Veteran's Day celebrations being held at the Eastern Branch on November 10th.

Plaque

Director Judi Tolchin asked the Commission to provide her with suggestions of what they would like to include on the plaque for the Eastern Branch sculpture and Raffetto family. The Commission asked Judi to send them an initial draft for the plaque.

Building Renovation Update

Deputy County Administrator Christopher Marion provided the Commission with an update on the building renovation. On September 30th, Mr. Marion, Director Judi Tolchin, and Assistant Director Heidi Amici met with Monmouth County Engineering and Settembrino Architects to receive a project status update. For the lobby restroom project, the updated floor plans are nearing ninety percent completion. The lobby flooring concerns were discussed at this meeting and various tile options were reviewed. An amendment to the existing flooring contract will be made to provide for the tile. Michael Aravich, County Engineering will be conducting a survey of a site currently using the proposed lobby flooring to inspect the wear it has received over a seven year period to estimate the floorings durability. Heidi provided the information necessary regarding power and data. The maintenance of the ceiling tiles was also discussed and Buildings and Grounds will be following up with Settembrino Architects regarding this. Judi Tolchin added that a circular and spot lighting cut sheet was requested to be sent over for the Commission's review. Mr. Marion stated the projects are moving forward and are on target with the timeline that was established.

Financial Report

September Financials - Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets

Director Judi Tolchin submitted the September 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 \$7,171,210.71 posted to the approved budget of \$16,985,000; this total includes encumbered amounts. The 2019 reserve budget includes \$1,016,469.23 unexpended in remaining funds; remaining funds will go into the fund balance after December 2019. The remaining capital account for the renovation is \$36,470.97 unencumbered from the first capital appropriation of \$977,000 and \$1,485,770.84 remains unencumbered from the second capital appropriation of \$1,497,000 for a total remaining of \$1,522,241.81 as of September 30, 2019. These funds are reserved for the completion of the adult library and the lobby, including lobby furniture. 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. The Career Connections Grant ended as of June 30, 2019.

A Motion to approve the September 2019 Financial Report including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets was made by Mary Ann Musich and seconded by Brian Boms. Unanimously approved.

Voucher Approval

A voucher in the amount of \$3,964,883 for Library Indirect Charges was submitted for approval. As this amount has exceeded the recommended and budgeted amount of \$3,500,000 by \$464,883 funds must be transferred to the account for the additional expense. Craig Marshall, Monmouth County Director of Finance recommends the Commission transfer the funds from wages and salaries.

A Motion to accept and approve the voucher in the amount of \$3,964,883 for Library Indirect Charges was made by Brian Boms and seconded by Frank Wells. Unanimously approved.

A Motion to approve the transfer of funds in the amount of \$464,883 from wages and salaries to indirect charges was made by Brian Boms and seconded by Frank Wells. Unanimously approved.

A voucher in the amount of \$2,189,221.23 for First, Second, and Third Quarter Library Fringe Benefits was submitted for approval.

A Motion to accept and approve the voucher in the amount of \$2,189,221.23 for First, Second, and Third Quarter Library Fringe Benefits was made by Brian Boms and seconded by Mary Ann Musich. Unanimously approved.

2020 Preliminary Budget

Director Judi Tolchin provided the Commission with a preliminary draft of the 2020 budget. The preliminary budget for 2020 is \$17,600,000; a 3.621% increase over 2019. The allocation for indirect charges has been increased to \$4,000,000 as recommend by Craig Marshall, Finance Director. The allocation for wages and salaries has been increased by \$180,000 due to the

increasing minimum wage. At this time, this is a draft budget only and Director Tolchin will continue to work with Craig Marshall, Finance Director.

Director Tolchin informed the Commission that there is a growing trend of libraries becoming fine free. Reducing fines will create a reduction in revenue but will allow more patrons use of the library.

Member Library Recognition

Director Judi Tolchin asked if the Commission would like to send the traditional cookie platters to member libraries for the holiday season. The Commission was in full agreement that they would like the platters sent.

Keyport Historical Association Copyright Request – *Remembering the 20th Century: An Oral History of Monmouth County*

The Keyport Historical Association, a non-profit organization, has requested permission to copy and use library copyrighted material in their DVD production about the town of Keyport. The copyrighted materials requested are the interviews of Elizabeth Walling, local historian of Keyport, Betty Holbert, Keyport librarian, and Teresa Erikson from the library's *Remembering the 20th Century: An Oral History of Monmouth County*. The DVD produced by the Keyport Historical Association will be sold for profit as a fundraiser.

A Motion to give permission to the Keyport Historical Association to use three library copyrighted interviews from *Remembering the 20th Century: An Oral History of Monmouth County* and acknowledge the Monmouth County Library as the copyright holder in their DVD production was made by Grace Abramov and seconded by Frank Wells. Renee Swartz abstained. Approved.

Director's Report

Director Judi Tolchin stated the Fall Book Club Festival will be held at the Monmouth County Library Headquarters on October 19th. This program will feature four author presentations both in person and via Skype. The featured authors are Diane Chamberlain, Lisa See, Mary Calvi, and Rosalind Wiseman. All of the library book clubs will be recognized.

Tim McLoone & the Shirleys with the Atlantic Coast Band held a concert at the Headquarters library on October 6th with 500 people in attendance. They will be performing again in December.

Online Trustee training is available. Judi will send the link to the Commissioners interested in attending online training.

Judi attend a meeting of Public Library Directors in Somerset County, New Jersey. Discussions were held on the Macmillan e-book and e-audiobook embargo. This embargo creates a hardship in purchasing e-materials and increases the length of time it takes to make e-material available to patrons. Libraries are restricted by this embargo to only being able to initially purchase one individual copy of an e-book for their whole system and then eight weeks later are allowed to purchase additional copies at an increased price.

Judi participated in the New Jersey State Library state-wide services task force meeting. All library types were represented at this meeting. The state-wide delivery service was a topic of focus at this meeting. All libraries are asked to contribute funds as a cost-sharing for services and over time this contribution will increase. This service is how inter-library loans are delivered for Monmouth County Library patrons. The funding of state databases was also discussed. These supplemented databases provide a cost savings to libraries.

Archives day was held on October 12th and was a wonderful event.

A Veteran's Day event will be held at the Monmouth County Library Eastern Branch on November 10th. During the day various activities will be held including: send a card to military personnel, the Boy Scouts will present the colors, Retired Lieutenant Colonel John E. Occhipinti will present as the keynote speaker, a moment of silence will be held, Taps will be played, and the Boy Scouts will retire the colors. The Navesink Brass Quintet will perform.

The library is looking forward to assisting with the census efforts.

The Monmouth County Board of Chosen Freeholders has approved the renewal of the contract between the County of Monmouth and Muriel Smith for publicity consulting services on an as needed basis for the Monmouth County Library for the period of January 1, 2020 through December 31, 2020.

The Asbury Park Press named the Monmouth County Library the Reader's Choice Best of the Best in the public library category for 2019.

Assistant Director's Update

Assistant Director Heidi Amici stated the van purchase process is nearing completion and should be finalized soon. There will be an additional cost of \$258.67 to the previously stated van purchase cost.

The Eastern Branch Government Documents Department room located on the second floor has incurred water damage. Work is being done in conjunction with Beth Miller, Eastern Branch Government Documents Librarian and Buildings and Grounds to review the document collection and remove any damaged materials. The library will maintain their Federal Government Repository status. The collection may be moved to the first floor of the library and the room on the second floor can be repurposed.

Heidi previewed the new, updated Monmouth County Library webpage. The webpage will be launching before the end of the year. Updates have been made to the website to increase usability, ease of navigation, and create quicker access to information.

Publicity Consultant Report

Publicity Consultant Muriel Smith was not present to report.

Commissioner Comments

A question was asked regarding the status of the New Jersey Public Library Construction Bond Act. No further updated has been received at this time.

The Commission thanked Director Judi Tolchin for representing the Monmouth County Library at the state-wide meetings and for all of her hard work.

The Commission thanked Assistant Director Heidi Amici for her hard work on the technology upgrades for all of the Monmouth County branch and member libraries.

Freeholder Lillian Burry suggested sending a letter of appreciation to Buildings and Grounds for their hard work. A suggestion was made to invite a representative from Buildings and Grounds to present at the Monmouth County Library Commission scheduled December meeting. An additional suggestion was made to also send a letter of thanks to the Master Gardeners.

Public Comments

A Motion to open the meeting to public comment was made by Brian Boms and seconded by Frank Wells. Unanimously Approved.

Let it be known for the record that no members of the public were present for comment.

A Motion to close the meeting to public comment was made by Brian Boms and seconded by Mary Ann Musich. Unanimously Approved.

Closed Executive Session

A closed executive session was not held.

Next Meeting

The next meeting will be held on Tuesday, November 12, 2019 at the Eastern Branch Library at 11:00 am.

Scheduling of Closed Executive Session at the Next Meeting

A Motion to schedule a Closed Executive Session at the next meeting on Tuesday, November 12, 2019 was made by Brian Boms and seconded by Grace Abramov. Unanimously Approved.

Adjournment

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

The meeting concluded at 1:07 pm.

Submitted by Kimberly Conover