

Monmouth County Library Commission Minutes
September 10, 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:** None

Guests: Muriel Smith, Publicity Consultant; Christopher Marion, Deputy County Administrator; Meghan Bennett, Special County Counsel

The meeting convened at 11:06 am.

Chairperson Renee Swartz opened the meeting of Tuesday, September 10, 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 August 1, 2019. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the open public meeting minutes of August 1, 2019 was made by Nancy Grbelja and seconded by Brian Boms. Mary Ann Musich and Frank Wells abstained. Approved.

A Motion to approve the closed executive session minutes of August 1, 2019 was made by Nancy Grbelja and seconded by Brian Boms. Mary Ann Musich and Frank Wells abstained. Approved.

State and National Report

Chairperson Renee Swartz stated a summer library commission meeting was held on August 1.

The Eastern Branch sculpture dedication is anticipated for November 10, 2019. This will be a grand event.

The New Jersey Center for the Book will be hosting a literary event on October 16th at The College of New Jersey (TCNJ) featuring Jacqueline Woodson, Young People’s Poet Laureate. Renee extended an invitation for the Monmouth County Library Commissioners to attend. As the Poet Laureate is a children’s author, approximately 500 elementary school aged children will be participating in the event. This event will be recorded and broadcast. Additionally, publishers will be donating books for the children.

September is library card sign-up month.

Library Liaison Report

Project Status – Eastern Branch Sculpture

Freeholder Lillian Burry has been working with Franco Minervini, Eastern Branch sculpture artist to establish the logistics for the sculpture installation. The sculpture will be arriving in multiple pieces and will need to be assembled on site. Monmouth County Engineering will be erecting the platform on which the sculpture will sit, but they do not have the resources to fully assemble the sculpture. Franco informed Lillian there is a Monmouth County Buildings and Grounds employee who has assisted in sculpture installations before and may be able to help. Lillian stated she has confidence these concerns will be resolved and things will move forward. Deputy County Administrator Christopher Marion stated there could be other employees or vendors who may be able to assist. He stated, from the purchasing side, they can work to identify who those vendors may be. With a vendor, there will be an additional cost. A suggestion was given to reach out to museums in the area to inquire about further information.

Final approvals have been made regarding the Eastern Branch 50th Anniversary plaque and Director Judi Tolchin will be submitting the order later this week. Judi stated this will have to go through purchasing and she will work with them to expedite the process.

Lillian Burry asked Mr. Marion if he could look into the contract to finalize it with Franco Minervini. He stated he would look into this with the assistance of Director Tolchin and Meghan Bennett, Special County Counsel.

Building Renovation Update

Project Status – Headquarters Adult Reading Room, Lobby, and Headquarters Lobby Restrooms

Director Judi Tolchin stated no additional meetings have been held with Settembrino Architects since the Commission meeting held on August 1, 2019. Judi has been in contact with Kristen Wishart, Monmouth County Registered Architect regarding the project. Kristen stated to Judi the logistics of the bid process are likely being worked on.

Monmouth County Engineering has expressed concern regarding the installation of the hard surface flooring in the entirety of the lobby area. The intention is to lay the hard surface flooring over the current brick flooring and concern has been expressed for the durability and potential wear. A suggestion was made to only use the hard surface flooring in a portion of the lobby; in the areas in front of the restrooms and Administrative office door. The current brick flooring assists in creating a non-slip surface during inclement weather and the hard surface flooring could create slip hazards. Christopher Marion requested if he could speak with Settembrino Architects to clarify the flooring situation and report back to the Commission. The Commission agreed and a follow up report will be received at the next scheduled Monmouth County Library Commission meeting. Mr. Marion additionally stated that the current timeline established for the project is on target.

Financial Report

August Financials - Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and July 2019 Grant Budgets

Director Judi Tolchin submitted the August 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 \$6,081,836.06 posted to the approved budget of \$16,985,000; this total includes encumbered amounts; neither the indirect charges nor the fringe benefit charges have come forward to the budget yet. The 2019 reserve budget includes \$1,016,769.23 unexpended in remaining funds; remaining will go into the fund balance. 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 August 31, 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 August 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 – Customized Capira App Renewal

A voucher for Capira Technologies in the amount of \$13,600 for year three of specialized services for the library’s web-based app was submitted for approval.

A Motion to accept and approve the voucher in the amount of \$13,600 to Capira Technologies for the third yearly renewal of specialized services for the library’s web-based app was made by Nancy Grbelja and seconded by Brain Boms. Unanimously approved.

A question was raised as to how often the app is used. It was stated the app is used extensively.

Director’s Report

Director Judi Tolchin stated a requisition for the purchase of 350 computers has been submitted to the County. The intention is to deploy the new computers between 2020 and the beginning of 2021; taking approximately one year to deploy to all branch and member library locations. Much of the configuration of the devices will be completed by Computer Services. The devices will be cloned to help expedite deployment and the Technology Services department is working to learn the back-end of the Windows 10 operating system. The intention is for these computers to last approximately five to seven years.

At the August 1, 2019 Monmouth County Library Commission meeting, the Commission authorized Judi to move and transfer funds for the purchase of computers. There have been slight modifications to what funds were moved for the best use of library funds. A higher amount than stated at the previous meeting has been moved from fringe benefits and a lower amount than stated has been moved from the book budget to better preserve funds.

The purchase of AED devices for the Headquarters and Eastern branches had a change in funding. The cost of this purchase will be incurred by the library. Commissioner Grbelja stated

that at the previous Monmouth County Library Commission meeting held on August 1, 2019 that Michael Fitzgerald, County Counsel stated the cost was to be incurred by the County and not the library and a motion of approval for the library to incur this cost was not voted upon. The suggestion is to outfit the Headquarters and Eastern branches with AED devices and any subsequent rollout of AED devices could be done in the future. There is an estimated cost of \$1,600 to \$1,700 per device plus the cost of annual maintenance. Judi recommends that the estimated cost of training not be include until any staff volunteer and the indemnification is received from the County. Meghan Bennett, Special County Counsel stated she would work with Michael Fitzgerald to draft and provide the library with a written indemnification opinion. A question was posed if this purchase would have to go out to bid. It was stated no, it does not need to go out to bid as it is under the bid threshold; competitive quotes will be obtained.

A Motion to approve the purchase of two (2) AED devices, one (1) for Headquarters and one (1) for the Eastern Branch, with a not to exceed amount of \$5,000 was made by Frank Wells and seconded by Grace Abramov. Unanimously Approved.

Judi was asked to survey each branch and AED devices are currently located in the Marlboro, Holmdel, Oceanport, and Atlantic Highlands branches. These devices were provided by the individual townships as the library does not provide safety equipment to towns. The Colts Neck branch does not have an AED device as previously stated.

Judi attended a Public Library Directors Summit on September 5, 2019. During this summit, the New Jersey Public Library Construction Bond Act was discussed. The time period for open comment closed on August 30, 2019. The State Library is now in the process of responding to the comments and concerns that were addressed to them. It was recommended by Mary Chute, State Librarian that libraries seek the assistance of a grant writer for their applications. Judi stated she would correspond with Craig Marshall, Monmouth County Director of Finance to receive recommendations on matching funds.

The registration notification letters to patrons who have received a library card in error will be mailed out in October. A sixty day notice period will be given and then the account will be transferred to the correct card status. Bookmark flyers describing different library cards are available at each branch.

Archives and History Day will be held on October 12th. It was announced that Gary Saretzky, Archivist will retire on November 1st.

What is Your Water Story, in collaboration with the New Jersey Council for the Humanities, will be at the Howell library on September 18th at 6pm. This program was designed to complement the New Jersey Council for the Humanities' state-wide waterways incentive.

September is library card sign-up month. A large number of programs are scheduled throughout the month to bring awareness. In 2017 the library had 9,801 new registrations throughout the year. In 2018 the library had 9,716 new registrations throughout the year. In 2019, to date, the library has 6,067 new registrations and is on target to reach similar registration numbers as the two previous years.

Planning for the Fall Book Festival is coming along. This event will be held on Saturday, 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.

There is no report, at this time, on the Summer Reading Program statistics. Information will be available to present at the next scheduled meeting.

Eastern Branch Programming

Kim Avagliano, Eastern Branch Manager reported on the programming and events being held at the Eastern Branch from September through December. For the month of September the theme is Arts at the Eastern Branch. They will be showing art themed films throughout the month, a program on Van Gogh funded through the New Jersey Council for the Humanities is scheduled for September 15th, and an artist will be teaching a water color painting class. For the month of November, plans are being set for a Veteran's Day celebration and the sculpture dedication. Author, musician, producer, and veteran Billy Terrell will be holding a talk about his time in Vietnam, the orphanage he has built, and his career in music. They are currently working on obtaining a musical band to perform for the Veterans' Day celebration. Additionally, they are looking to have various veteran services groups at the library for that day and promote the non-member veteran library card. Freeholder Burry stated Soldier On, a private nonprofit organization committed to ending veteran homelessness, is preparing a site design for units of permanent housing for homeless Veterans in Tinton Falls, New Jersey. Kim Avagliano stated the library also plans to screen war-themed movies throughout the month of November and would like to create a display of military uniforms. For children, the library is thinking of scheduling a card making day and have all of the cards sent to deployed military service members. The library would also like to schedule a fall season volunteer fair. In December, the Navesink Brass Quintet will be performing at the library. A suggestion was made to contact the Colts Neck community band about performing at the Veteran's Day celebration.

American Public Television is interested in coming to the Eastern Branch library to film a segment of a program titled The Legacy List using the microfilm reader/printer.

The Eastern Branch library is conducting a survey for feedback and input from patrons on adult programming.

Assistant Director's Update

Assistant Director Heidi Amici stated Patricia Koziol is the new Director of the Union Beach Memorial Library.

Heidi extended a thank you to Deputy County Administrator Christopher Marion, County Counsel, Purchasing Director Helen Fiore and the Purchasing Department, and Information Technology Director John Zawadzki for their help in obtaining the signatures and approval for the EVPL (Ethernet Virtual Private Line). It has been sent to the New Jersey State Library. The library is hopeful this will create a substantial annual savings on internet services.

Publicity Consultant Report

Publicity Consultant Muriel Smith stated she writes more stories than are able to be printed in the newspapers. She stated the library is well known and well received. Additionally, Muriel stated she has noticed the larger, month-long summaries of branch events articles tend to make it into the papers.

Commissioner Comments

Congratulations were extended to Muriel Smith on the publication of her book titled *Hidden History of Monmouth County*.

A question was asked if any further information had been received regarding the Freehold Borough library. No further information is known at this time.

A suggestion was given to have all of the Monmouth County Library branch managers present at the December Monmouth County Library Commission meeting to introduce themselves and report on their individual branch.

A suggestion was made to schedule Monmouth County Library Commission meetings at other various branches within the system.

Next Meeting

The next meeting will be on Tuesday, October 15, 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, October 15, 2019 was made by Nancy Grbelja and seconded by Frank Wells. Unanimously Approved.

Public Comments

A Motion to open the meeting to public comment was made by Nancy Grbelja and seconded by Brain Boms. 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 Nancy Grbleja and seconded by Brain Boms. Unanimously Approved.

Adjournment

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

The meeting concluded at 12:31 pm.

Submitted by Kimberly Conover