

Monmouth County Library Commission Minutes  
January 11, 2022  
Headquarters Library

**Present:** Vice-Chairperson Barbara McMorrow and Library Commissioners Brian Boms, Barbara Lovell, Marcy McMullen, Mary Ann Musich, and Frank Wells; also present County Commissioner Lillian Burry and Director Judith Tolchin

**Absent:** Assistant Director Heidi Amici

**Guests:** Muriel Smith, Publicity Consultant; Fay Szakal, Special Counsel; and Joan Moss, Programming Department

**The meeting convened at 11:04 am.**

Everyone stood for the Pledge of Allegiance.

Vice-Chairperson Barbara McMorrow opened the meeting of Tuesday, January 11, 2022 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.”

County Commissioner Lillian Burry suggested a proclamation be requested to commemorate the extensive work and dedication of Nancy Grbelja.

**A Motion to request a proclamation was made by Mary Ann Musich and seconded by Marcy McMullen. Frank Wells was unable to vote due to technical difficulties. Approved.**

**Oath of Office**

New Commissioner Barbara Lovell was sworn in by Freeholder Lillian Burry with the following oath:

“I, Barbara Lovell, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey; that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the authority of the people. I will faithfully, impartially, and justly perform all the duties of the office of Commissioner of the Monmouth County Library Commission, to the best of my ability, so help me God.”

The Monmouth County Library Commission welcomes Commissioner Lovell. Commissioner Lovell resides in the West Long Branch area of Monmouth County and is the Associate Executive Director and Director of Development for the Monmouth County SPCA (Society for the Prevention of Cruelty to Animals). She strongly believes in the importance of libraries and ran a reading program for grade school age children. She is an active book club member and

truly believes in the power of reading. Commissioner Lovell is honored to be a member of the Monmouth County Library Commission and looks forward to contributing in a meaningful way.

### **Commission Reorganization**

Nominations for the offices of Chairperson, Vice-Chairperson, Secretary, and Treasurer were made.

**Barbara McMorrow motioned to nominate Brian Boms for the office of Chairperson. The nomination was seconded by Marcy McMullen. Unanimously approved and Brian Boms accepted.**

**Mary Ann Musich motioned to nominate Barbara McMorrow for the office of Vice-Chairperson. The nomination was seconded by Marcy McMullen. Unanimously approved and Barbara McMorrow accepted.**

**Barbara McMorrow motioned to nominate Mary Ann Musich for the office of Secretary. The nomination was seconded by Marcy McMullen. Unanimously approved and Mary Ann Musich accepted.**

**Barbara McMorrow motioned to nominate Marcy McMullen for the office of Treasurer. The nomination was seconded by Brian Boms. Unanimously approved and Marcy McMullen accepted.**

Chairperson Brian Boms stated a library outranks any other one thing a community can do to benefit its people. He will serve the community and the Monmouth County Library Commission to the best of his ability as Chairperson and looks forward to a bright future.

### **Minutes**

Chairperson Brian Boms gave a few minutes for review of the meeting minutes from December 14, 2021. Opportunity was given for additions, corrections, and suggestions.

**A Motion to approve the Open Public Meeting minutes of December 14, 2021 was made by Barbara McMorrow and seconded by Marcy McMullen. Barbara Lovell abstained. Approved.**

**A Motion to approve the Closed Executive Session minutes of December 14, 2021 was made by Frank Wells and seconded by Marcy McMullen. Mary Ann Musich and Barbara Lovell abstained. Approved.**

### **Commission Remarks**

Chairperson Brian Boms stated Covid-19 continues to create challenges, but we will do everything we can to continue library services to the community. The Commission is looking forward to continuing to work to bring forth the Headquarters construction and renovation project. Additionally, Chairperson Boms would like for the Commission to meet with all member municipalities throughout the upcoming year to foster and maintain open communication.

### **Library Liaison Report**

County Commissioner Lillian Burry stated the Monmouth County Library Commission currently has one vacancy. Special Counsel Fay Szakal stated while the Monmouth County Library Commission can provide suggestions for consideration, all appointments are made by the Monmouth County Board of County Commissioners.

### **Review of Bylaws**

The Monmouth County Library Commission currently has six of seven Commissioner appointees, with one vacancy remaining. The Monmouth County Board of County Commissioners is tasked with the responsibility of filling vacancies. Currently, the Bylaws state a quorum consists of four Commissioners. Director Tolchin recommends that a four Commissioner quorum remain. A terminology update is also recommended to update any reference to "Freeholder(s)" with "County Commissioner(s)". Another Bylaw update for consideration is a term limit for Chairperson. The Commission will continue discussion on this topic at the next scheduled meeting and vote at that time.

### **Financial Report**

#### **December Financials - Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets**

Director Tolchin submitted the December 2021 Financial Report to the Commission, including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets wherein the 2021 Detail Budget Account charged year to date is \$13,812,942.90 posted to the Approved Budget of \$17,885,000.00; this total includes encumbered amounts. Fringe benefits and indirect expenses for 2021 from Monmouth County were charged to the December check writing. There is a remaining balance of \$4,072,057.10 which will transfer to the Reserve Budget. This remaining balance is higher than anticipated due to delays in achieving a fully staffed model, associated fringe benefits remaining to be paid, difficulty in obtaining books and other library materials due to the pandemic, van purchase has not been completed due to automobile shortages, and the delay in the renovation project. The 2020 Reserve Budget reflects \$2,935,193.98 remaining in unencumbered funds. This was transferred to the fund balance on January 1, 2022. The remaining Capital Account for the renovation is \$81,252.16 unencumbered from the first capital appropriation of \$977,000.00 and \$1,497,000.00 unencumbered from the second capital appropriation of \$1,497,000.00 for a total of \$1,578,252.16 remaining unencumbered as of December 31, 2021. These funds are reserved for the completion of the adult library and the lobby, including lobby furniture. There is an additional \$216,385.20 available from the toilet renovation that has been allocated as matching funds as a recipient of the New Jersey Public Library Construction Bond Act Grant. The Estate of Charles Raffetto Grant Detail Budget Account reflects \$2,975.80 remaining in unencumbered funds as of December 31, 2021.

**A Motion to approve the December 2021 Financial Report including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets was made by Marcy McMullen and seconded by Mary Ann Musich. Unanimously approved.**

A voucher was submitted for approval in the amount of \$156,338.00 for the fifth year of service of a five-year contract for Sirsi. SirsiDvnx supports the Library's catalog and is essential to

providing library services. Library Administration also recommends initiating the process of a new five-year agreement.

**A Motion to approve the voucher for Sirsi in the amount of \$156,338.00 was made by Barbara McMorro and seconded by Mary Ann Musich. Unanimously approved.**

### **Headquarters Renovation Update**

Director Tolchin stated the Library is waiting to receive a proposal from the vendor Sharp for options for the high-tech meeting room. Director Tolchin will reach out to Monmouth County Engineering for a status update and have the County contact Settembrino Architects. The high-tech meeting room is currently listed as an add alternate option.

### **Covid-19 Library Operations Update**

Director Tolchin stated the Library has temporarily suspended in-person children's programs through February 2022 due to the transmission of the highly contagious Omicron variant. The Library is working with member library locations regarding children's programs at their locations. The Library and staffing have been severely impacted due to the on-going pandemic.

The Library is reviewing the movie licensing agreement for branches and members. An eighteen-month service agreement has been negotiated with Movie Licensing USA. At this time, movie presentations remain suspended.

The County of Monmouth has provided new signage regarding masks, stating:

“It is strongly encouraged that vaccinated and unvaccinated individuals wear a mask in crowded indoor settings.”

### **Branch and Member Report**

Director Tolchin stated the Library is considering modification to service hours to maintain one shift per day at smaller library locations; mid-size and large library locations will continue to operate as normal. With endorsement from the Monmouth County Library Commission, Administration will reach out to Township governing bodies to begin discussions on the possibility of a reduction in service hours to 44 hours per week.

Several member library locations have returned to curbside only service.

### **Director's Report**

Director Tolchin stated the Library has 46 vacancies. Current staffing levels include: 87 full-time employees, 37 part-time employees, 14 Monitors, and 5 seasonal employees with a total of 202 positions in the Table of Organization. Recruitment efforts continue.

The AARP tax preparation service is planned to resume at 3 library locations (Headquarters, Eastern Branch, and Wall Township Branch). This service will be offered by appointment only.

Sunday service hours at the Headquarters and Eastern Branch locations continues to be a staffing concern. The reverse seniority list was required to complete the scheduling needs. At this time,

Sunday service will continue, but a suspension in service may need to be reconsidered going forward.

The department head reports will be presented at the Monmouth County Library Commission meeting scheduled in February 2022.

The Library has added a new database to the collection titled Learning Express that provides remote test preparation. One database and an e-book collection were eliminated due to low usage.

The New Jersey State Aid Report is due in March 2022. Completing this report will be a priority.

### **Publicity Consultant Report**

Publicity Consultant Muriel Smith welcomed Commissioner Barbara Lovell and congratulated Chairperson Brian Boms. She also commended Director Tolchin for all of her hard work and keeping open communication.

Muriel Smith spoke about how wonderful the virtual programming options are through the library and commended staff on all their hard work.

### **Commissioner Comments**

The Commission congratulated Chairperson Brian Boms and looks forward to implementing his suggestion of visiting all branch and member libraries throughout the year. The Commission also extended a welcome to Commissioner Barbara Lovell.

The Commission stated the Library does incredible work thanks to Administration and staff.

It was suggested that meetings remain virtual for the near future.

A thank you was extended to former Commissioner and Chairperson Nancy Grbelja for all the amazing work she has done on behalf of the community.

### **Public Comments**

**A Motion to open the meeting to public comment was made by Barbara McMorrow and seconded by Marcy McMullen. Unanimously approved.**

Let it be known for the record that no comments were made.

**A Motion to close the meeting to public comment was made by Marcy McMullen and seconded by Barbara McMorrow. Unanimously approved.**

### **Next Meeting**

The next meeting will be held on Tuesday, February 8, 2022 at 11:00 am with remote participation via Zoom.

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

**A Motion to schedule a Closed Executive Session at the next meeting on Tuesday, February 8, 2022 was made by Marcy McMullen and seconded by Barbara McMorrow. Unanimously approved.**

**Adjournment & Closed Executive Session**

**A Motion to adjourn the public meeting and enter into closed executive session to discuss the Library's Collective Bargaining Agreement and other personnel and legal issues as permitted by the Open Public Meetings Act was made by Mary Ann Musich and seconded by Marcy McMullen. Unanimously approved.**

No action will be taken after the completion of the executive session.

The meeting concluded at 12:11 pm.

Submitted by Kimberly Conover