Present: Chairperson Brian Boms and Library Commissioners Barbara Lovell, Barbara McMorrow, Marcy McMullen, Mary Ann Musich, and Frank Wells; also present County Commissioner Ross Licitra, Director Judith Tolchin, and Assistant Director Heidi Amici

Absent:

Guests: County Counsel Meghan Bennett

The meeting convened at 11:03 am.

Everyone stood for the Pledge of Allegiance.

Chairperson Brian Boms opened the meeting of Tuesday, January 17, 2023 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.”

On behalf of the Board of County Commissioners, Commissioner Ross Licitra extended a thank you to the Monmouth County Library Commission for their commitment and participation as Library Commissioners. The library is ingrained in American society and County Commissioner Licitra is proud to be the Library Liaison. The Library Commission guides the library system and is empowered to carry the library to the public with a diverse and open mind. County Commissioner Licitra looks forward to being deeply involved and the Board of County Commissioners is committed to the library.

Commission Reorganization

Commissioner Frank Wells was sworn in by County Commissioner Ross Licitra for a new term of January 1, 2023 through December 31, 2028 with the following oath:

“I, Frank Wells, 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.”

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

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

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

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

Minutes
Chairperson Brian Boms gave a few minutes for review of the meeting minutes from December 13, 2022. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the Open Public Meeting minutes of December 13, 2022 was made Mary Ann Musich and seconded by Marcy McMullen. Barbara McMorrow abstained. Approved.

Commission Remarks
Chairperson Brian Boms extended a thank you to County Commissioner Lillian Burry for her continued support. Under her guidance, the Library Commission accomplished so much. The Library Commission looks forward to working with County Commissioner Licitra and is grateful for the continued support of the County Commissioners.

Moving forward, the library has much going on and is looking forward to seeing the renovation construction begin soon.

Library Liaison Report
County Commissioner Ross Licitra recommended meetings be held at various library locations. It is important for the Commission to see multiple locations and for the library to see their board.

Bylaw Review
Currently, the Monmouth County Library Commission has six of its seven appointments filled. With one vacancy remaining, the Library Commission recommends that a seven-member board be maintained and encourages the Board of County Commissioners to fill the current vacancy. It is also recommended that the appointed representative be from a member municipality that participates in the library system.

Commissioner McMullen proposed the regular meeting date and time be changed. The Library Commission agreed that meetings will be held on the third Tuesday of each month January through June and September through December at 9:30am.
A Motion to approve the change in the meeting schedule effective March 2023 was made by Marcy McMullen and seconded by Mary Ann Musich. Unanimously approved.

A Motion to amend the bylaws to read meetings will be held of the third Tuesday of the month was made by Mary Ann Musich and seconded by Marcy McMullen.

Director Tolchin confirmed with County Counsel Meghan Bennett that the revised schedule will need to be advertised, as per the Open Public Meeting Act.

**Headquarters Renovation Update**

In December, the Board of County Commissioners rejected all project bids to allow for changes to be made to the project, including changes to the electrical infrastructure to support a generator and including the accessible chair in the base cost. These changes will require reallocations of cost within the project bid by removing the temporary changes. The generator will not be included in the project, though it may be an add on item or it may need to be a separate County Capital project. In addition, it is being proposed that the Headquarters library be closed during construction. Once project materials are on site, the library would close for approximately three and a half months, with liquidated damages should the project go over time. Notifications of changes to the project and the schedule will need to be submitted to the New Jersey State Library to ensure compliance with the grant. Additionally, the awarded contractor will be allowed to operate for six days per week, not five as previously stated.

Director Tolchin recommends that some services remain at the Headquarters library during the construction period as there are many communities that utilize the services of the Headquarters library location. Patrons rely on the library to be open and have access to computers and internet. Library Administration is working with Monmouth County Engineering for the possibility of an alternative site. Shuttle service from the Headquarters library to the Eastern branch was proposed, however due to the distance between the two locations this could create difficulties and complications. Additional accessible shuttle services in conjunction with SCAT would also be needed. At this time, it is uncertain if the parking lot would be accessible for outdoor Wi-Fi use.

At this time, the building closure will not occur until after general election voting in November. By condensing the project timeline and closing, cost savings can be reallocated to allow for alternate project items to be included. County Engineering was informed there are certain project plan requirements that must remain in place.

**Financial Report**

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

Director Tolchin submitted the December 2022 Financial Report to the Commission, including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets wherein the 2022 Detail Budget Account charged year to date is $14,291,924.15 posted to the Adopted Budget of $17,885,000.00; this total includes encumbered amounts. Fourth Quarter Fringe Benefits for 2022 from Monmouth County will be charged at a later date to be determined by the County Finance Department. $3,593,075.85 remains unencumbered and approximately
$1,400,000.00 in expenses forthcoming for Fringe Benefits and matching grant funds. There will be additional items charged to the Reserve Budget for 2022. The 2021 Reserve Budget reflects $3,195,461.85 remaining in unencumbered funds; any remaining funds will transfer to the Fund Balance effective January 1, 2023. The Fund Balance for 2022 is pending. The Capital Account for renovation matching funds is $1,578,252.16 remaining unencumbered as of December 31, 2022. These funds are reserved for the completion of the adult library and the lobby. Lobby furniture is now allocated within the Operating Budget. $400,000.00 from the 2022 Detail Budget has been reserved as matching funds.

A Motion to approve the December 2022 Financial Report including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets was made by Barbara McMorrow and seconded by Frank Wells. Unanimously approved.

A voucher was submitted for approval in the amount of $154,128.60 for the Sirsi contract. The library is waiting for official receipt of the purchase order from County Purchasing and requests authorization for the Director to sign upon receipt.

Motion to approve the voucher and authorize the Director to sign was made by Mary Ann Musich and seconded by Marcy McMullen. Unanimously approved.

Branch and Member Report
Howell Branch Manager Beth Henderson and Ocean Township Branch Manager Diana Zambrano and Joan Moss, Programming Department will be retiring on March 1, 2023. We wish them all the best and they will be missed. The positions will be posted for possible provisional promotion or reassignment. The library is still waiting on response for when civil service promotional exams will be offered. The library experienced a hiring freeze from approximately 2009 through 2013 and the effects of this hiring freeze are still being felt today. At that time to assist in staffing, Extension department staff were reassigned and many cataloging functions were outsourced. At this time, there are no additional staff that can be reassigned. Without enough staff, the only solution is to reduce service hours or close locations. Recruiting and retaining staff remains a priority and the library continues to work with the County of Monmouth and County Human Resources to bring forward good candidates.

Director’s Report
Director Tolchin stated department head reports will be presented at the February Commission meeting.

The library will have 40 staff vacancies as of March 1, 2023.

Assistant Director’s Report
Assistant Director Heidi Amici stated a member library meeting is schedule on January 27, 2023 at 9:30am at the Eastern Branch. At this meeting, members will discuss the relationship with the County, changes in librarianship, and meet and greet new employees. Members of the Library Commission are encouraged to attend, if they are available.

Commissioner Comments
Commissioner McMorrow recommends that the Commission visit library locations again this year in conjunction with National Library Week.

The Library Commission welcomes County Commissioner Ross Licitra as liaison.

Commissioner Wells inquired about additional job posting opportunities. Job postings can be found on the library’s website and the County website. Additional job postings will require County approval.

Commission Boms and Assistant Director Amici attended Brielle Library’s luncheon in December. Great feedback has been gained by attending meetings and visiting locations.

Public Comments
A Motion to open the meeting to public comment was made by Mary Ann Musich and seconded by Marcy McMullen. Unanimously approved.

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

A Motion to close the meeting to public comment was made by Mary Ann Musich and seconded by Frank Wells. Unanimously approved.

Next Meeting
The next meeting will be held on Tuesday, February 14, 2023 at the Monmouth County Library Headquarters 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, February 14, 2023 was made by Frank Wells and seconded by Barbara Lovell. Unanimously approved.

Closed Executive Session
A Closed Executive Session was not held during the course of the meeting.

Adjournment
A Motion to adjourn the meeting was made by Barbara McMorrow and seconded by Marcy McMullen. Unanimously approved.

The meeting concluded at 12:21 pm.

Submitted by Kimberly Conover