

Monmouth County Library Commission Minutes
March 9, 2021
Headquarters Library

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

Guests: Muriel Smith, Publicity Consultant; Fay Szakal, Special Counsel; and Christopher Marion, Deputy County Administrator

The meeting convened at 11:00 am

Everyone stood for the Pledge of Allegiance.

Chairperson Nancy Grbelja opened the meeting of Tuesday, March 9, 2021 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.”

Minutes

Chairperson Nancy Grbelja gave a few minutes for review of the meeting minutes from February 9, 2021. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the Open Public Meeting minutes of February 9, 2021 was made by Marcy McMullen and seconded by Barbara McMorrow. Unanimously approved.

Commission Remarks

Chairperson Nancy Grbelja stated the library is doing a great job and complimented all of the programs being held virtually. She extended a thank you to Director Tolchin, Assistant Director Amici. And all of the staff for all of their work.

Library Liaison Report

County Commissioner Lillian Burry stated the sculpture dedication event is scheduled for May 15, 2021 at 11am at the Monmouth County Library Eastern Branch. The Monmouth County Library Commission agreed that a tent should be put up for the event in case of inclement weather or to act as a sun-shade. Individualized, pre-packaged refreshments will be served and event programs will be printed. The Monmouth County Library Commission would like to have a color guard present the flag. County Commissioner Burry would like to ensure the sculpture site is complete with flowers and greenery. Invitations for the event will be sent out soon.

New Jersey Public Library Construction Bond Act Update

Chairperson Nancy Grbelja stated the library has signed the contract and provided other necessary documentation to the New Jersey State Library. Settembrino Architects have submitted their proposal for add-on services in the amount of \$167,505.00 for the design of the Headquarters renovation project. Director Tolchin stated there is an additional \$352,035.00 required for the restroom renovation with a design cost of \$52,035.00. The Library is waiting on

a reply from Settembrino Architects to see about the possibility of using the same design as the upstairs restroom to reduce the design cost. The total cost of add-on services is currently \$229,555.00.

Deputy County Administrator Christopher Marion stated the next step is to refine the contract with Settembrino Architects and then recommend the Board of County Commissioners award the contract at their scheduled meeting on March 25, 2021. It is recommended that the project not be conducted in phases, but instead be completed as a whole with necessary accommodations made. He will have a project timeline to present in April.

Director Tolchin stated Donna Mansfield, Grant Writer spoke with the New Jersey State Library to inquire about what would happen if the Monmouth County Library issued a contract for the renovation prior to the New Jersey State Library signing the contract. They stated, until the New Jersey State Librarian signs the grant agreement, the document is not binding and it is up to the applicant/grantee on how to proceed in the bid process. Mr. Marion stated they will abide by any regulations set forth by the New Jersey State Library. Chairperson Grbelja extended a thank you to Mr. Marion for all of the work he has done in helping this project move forward.

A resolution to approve the selection of Settembrino Architects for additional services was made by Mary Ann Musich and seconded by Brian Boms. Unanimously approved as written below.

The Monmouth County Library Commission resolves to approve the selection of Settembrino Architects for additional services, complete the design work for the Headquarters renovation, and expand the scope of the project to include the lower gallery restrooms at a total anticipated design cost of \$229,555.00 and authorizing the management of the project by the County Engineering Department including the recommendation to eliminate phasing and to authorize the County Engineering Department to approve unanticipated necessary expenditures.

Financial Report

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

Director Tolchin submitted the February 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 \$1,321,415.39 posted to the Temporary Budget of \$4,589,812.00; this total includes encumbered amounts. The 2020 Reserve Budget reflects \$2,928,947.46 remaining unencumbered. The remaining Capital Account for the renovation is \$60,486.02 unencumbered from the first capital appropriation of \$977,000 and \$1,485,770.84 unencumbered from the second capital appropriation of \$1,497,000.00 for a total of \$1,546,256.86 remaining unencumbered as of February 28, 2021. These funds are reserved for the completion of the adult library and the lobby, including lobby furniture. There is an additional \$216,385.00 available from the toilet renovation and 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 Detailed Budget Account reflects \$3,038.80 remaining in unencumbered funds.

A Motion to approve the February 2021 Financial Report including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets was made by Barbara McMorro and seconded by Marcy McMullen. Unanimously approved.

CARES Act Project Status

Director Tolchin stated CARES Act equipment has been received. Assistant Director Amici is working with the vendor to schedule installation. The Library received twenty tablet stations and three have been fully installed. The installation is more time consuming than previously stated as the equipment needs to be assembled prior to installation. Currently, the Library is scheduled for April 12th through April 14th for on-site installation of the eight self-checkout machines.

County Capital Funding Request

Director Tolchin stated moving forward with the security system at the Headquarters and Eastern Branch locations will require County Capital Funding. The Library will need to submit a request for capital to the County of Monmouth to enable the County to provide a project quote. Director Tolchin will provide a draft prior to sending.

A Motion to request from the County of Monmouth the inclusion of building security for Headquarters and the Eastern Branch libraries for Capital Funding to support the project was made by Barbara McMorrow and seconded by Frank Wells. Unanimously approved.

MCCI Support

Director Tolchin wanted to inform the Monmouth County Library Commission that the Library does support the Monmouth County Correctional Institution (MCCI) with librarian services, some books and materials, and the purchase of database access. All labor costs are incurred by the Library. We are happy to support MCCI in these efforts. Annually, \$26,000.00 is budgeted for MCCI support and we are reimbursed for any expenditures made on their behalf, except for labor.

Interlibrary Loan Policy

Director Tolchin stated the current Interlibrary Loan Policy focuses on individual patron access to interlibrary loans. It does not include anything related to what and how the Monmouth County Library provides materials to other libraries. At the previous meeting, it was discussed about placing a potential four-year to seven-year embargo for any library that leaves the Monmouth County Library System. While this is advisable, it is more procedural rather than policy.

Director's Report

Director Tolchin stated the Library received a PEOSH (Public Employees Occupational Safety and Health) complaint. The complaint was issued to the County of Monmouth and the Library is actively involved in responding and complying with all requests. An answer is due by March 11, 2021.

The State Aid Report is complete and ready to submit, pending Chairperson Nancy Grbelja's signature. The Library has found that statistics have trended downward in programs and circulation. Website traffic is up with over 583,000 website visits during 2020. The Covid-19 Pandemic increased the difficulty in completing the report and impacted annual statistics. The training requirement of the report was still mandated and the Library exceeded the necessary hours.

The tax levy will go before the Board of County Commissioners for approval. The Library has recommended the tax levy be increased by 1.89% for a total of \$16,150,000.00 in order to support the Library budget.

The Library worked with the County to provide access to the Covid-19 vaccine to employees who met the current requirements.

There are six Dr. Seuss titles that are no longer being published. As these titles can no longer be purchased, all copies of these titles have been moved to the reference collection for in-library use only.

As the Covid-19 Pandemic and vaccinations move forward, the Library is considering a return to normal hours of operation and eliminating curbside service sometime in the next few months. Library Administration would like to speak with Branch Managers before making any official recommendations.

A virtual Maker's Day will be held on March 20, 2021 focusing on STEM (Science, Technology, Engineering, and Mathematics) and STEAM (Science, Technology, Engineering, Art, and Mathematics) projects.

County Commissioner Lillian Burry will be hosting a book discussion on April 30, 2021 at 10:30 AM. She will discuss Colts Neck history and highlight specific, individual sites. The Commission suggested having this discussion recorded as a historic driving tour audio guide.

Upcoming virtual programs include: women's history programs, an Irish music program, programs on how to get organized, health and wellness programs such as yoga and stress reduction, and literature and writing programs. All programs can be found on the Library's website under Events.

Assistant Director's Update

Assistant Director Heidi Amici stated the Library has been in contact with Holmdel Township regarding projects the Township would like to bring forward at the Holmdel Library. They are interested in purchasing high-tech equipment for the library with Township Foundation Funds. Assist Director Amici submitted suggestions for equipment the Library could support and requested a final list from the Township once they complete their selections.

A virtual meeting will be held next week with all of the member library locations.

Monmouth County ITS has changed employee login requirements for advanced security purposes. Employees will be required to change their passwords every 45 days for accessing the time-clock and Employee Self-Serve.

Commissioner Marcy McMullen exited audio access at 12:00pm for a brief period and returned.

Publicity Consultant Report

Publicity Consultant Muriel Smith complimented Laura Migliore and the Programming Department staff. The Programming Department has been providing Muriel Smith with the event

schedule further in advance which has aided in submitting more program summaries to newspapers. She will also be working on a piece to highlight the Library's teen programming.

Closed Executive Session

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

Commissioner Comments

Commissioner Mary Ann Musich complemented the Library on all of the imaginative programs being held. She also expressed concern for the senior population in the community and hopes they will be able to return to the library in the near future.

Public Comments

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

Next Meeting

The next meeting will be held at 11:00am on Tuesday, April 13, 2021 at the Monmouth County Library Headquarters, with remote participation available.

Scheduling of Closed Executive Session at Next Meeting

A Motion to schedule a Closed Executive Session at the next meeting on Tuesday, April 13, 2021 was made by Frank Wells and seconded by Brian Boms. Unanimously approved.

Adjournment

A Motion to adjourn the meeting was made by Barbara McMorrow and seconded by Mary Ann Musich. Unanimously approved.

The meeting concluded at 12:13 pm.

Submitted by Kimberly Conover