Monmouth County Library Commission Minutes
March 21, 2023
Eastern Branch

**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 John Glynn

The meeting was called to order at 09:57 am.

Everyone stood for the Pledge of Allegiance.

Chairperson Brian Boms opened the meeting of Tuesday, March 21, 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.”

**Agenda Approval**

A Motion to approve the March 21, 2023 Agenda was made by Marcy McMullen and seconded by Barbara McMorrow. Unanimously approved.

**Minutes**

Chairperson Brian Boms gave a few minutes for review of the meeting minutes from February 21, 2023. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the Open Public Meeting minutes of February 21, 2023 was made by Frank Wells and seconded by Marcy McMullen. Mary Ann Musich abstained. Approved.

**Library Commission Remarks**

Chairperson Brian Boms stated National Library Week is in April and the Library Commission will be visiting all branch locations during the month of April.

**Library Liaison Report**

County Commissioner Ross Licitra would like for the Library Commission to develop a subcommittee to engage in legislative issues affecting libraries, such as the increasing costs of e-books. Along with County Commissioner Licitra, Library Commissioners Brian Boms, Barbara Lovell, and Barbara McMorrow will create the sub-committee.

**Library Commission Bylaw**

The Bylaw changes regarding the meeting schedule changes and addition for virtual attendance have been reviewed and approved by County Counsel.
A Motion to approve the Bylaw changes was made by Barbara McMorrow and seconded by Marcy McMullen. Unanimously approved.

Financial Report
February Financials - Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets
Director Tolchin submitted the February 2023 Financial Report to the Commission, including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets wherein the 2023 Detail Budget Account charged year to date is $1,418,136.71 posted to the Temporary Budget of $4,694,812.00; this total includes encumbered amounts. The Reserve Budget, with remaining 2022 funds reflects $3,455,548.08 remaining in unencumbered funds. The Capital Account for the renovation is $1,578,252.16 remaining unencumbered as of February 28, 2023. These funds are reserved for the completion of the adult library and the lobby. Lobby furniture is now allocated within the Operating Budget.

A Motion to approve the February 2023 Financial Report including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets was made by Marcy McMullen and seconded by Frank Wells. Unanimously approved.

Headquarters Renovation Report
A meeting was held with Monmouth County, Buildings and Grounds, and County Engineering. Additional information from Settembrino Architects is needed, but the project will support a new generator. Additionally, column covers were discussed and additional information is needed from both the County and Settembrino Architects as additional electrical may be needed.

Should the operating budget allow, and separate from the Library Construction Bond Act project, it was suggested the carpeting be updated and the shelving unit positions be moved in the children’s area of the Headquarters library during the closure. It will allow the library to have a more complete remodel. The Monmouth County Library Commission agreed that cost estimates should be received and an update will be provided at the next scheduled meeting.

New Jersey Public Library Per Capita State Aid Report
The New Jersey Public Library Per Capita State Aid Report was completed and submitted on March 14, 2023. The report showed that library attendance increased by 27%, circulation statistics remained similar to the previous year with only a modest decrease, and there was an increase in electronic circulation.

National Library Week
National Library Week is April 23 through April 29, 2023. The theme of the week is “There’s More to the Story”. In honor of National Library Week, the library will be hosting a live concert on April 23, 2023 at 2:00pm at the Headquarters location and a virtual program titled The Library that Healed a City: Christchurch, New Zealand, a celebration of the resilience of libraries on April 27, 2023 at 7:00pm.
**Caregiver Backpacks Project**

The Monmouth County Office on Aging offers programs and services for seniors in Monmouth County and they have reached out to the library to partner together for a Caregiver Backpack program. The backpack is designed to provide a person or caregiver with a variety of resource information relevant to their needs along with library books and DVDs. This program will be launched at the Headquarters library with three caregiver backpacks and additional backpacks on more topics can be added in the future.

**Director’s Report**

Director Tolchin informed the Library Commission the notice of the new meeting schedule was published in the Star Ledger on March 9, 2023.

The AARP Tax Assistance program has been a great service to patrons this year. With four weeks remaining, AARP has surpassed last year’s numbers.

The projector purchase is moving forward and the purchase order should be issued soon.

Buildings and Grounds followed up with a review of the previous Eastern Branch roof leak after public comment at the February 21, 2023 meeting. There are no hazardous conditions, mold, or additional concerns.

The library will offer virtual programs through the Library Speakers Consortium. This will allow us to offer live programs with author talks. At the fixed cost of $6,100.00 per year we will be able to offer two to three programs per month. The pricing is grandfathered for three years with the option to continue the service determined by the library.

The filming request that was submitted to the library has been declined at the advice of County Counsel.

The Children’s Department invites everyone to attend Maker’s Day on Saturday, March 25 at the Eastern branch.

**Assistant Director’s Report**

Assistant Director Heidi Amici stated that Branch Managers have reported a growing need for foreign language books. The library will be working to purchase more books in more languages, as well as long term loan already owned foreign language books to more branches. Additional information is being gathered to enable the library to properly catalog these new items, once received.

**Commissioner Comments**

No comments were provided during the course of the meeting.

**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 Barbara McMorrow and seconded by Frank Wells. Unanimously approved.

Next Meeting
The next meeting will be held on Tuesday, April 18, 2023 at the Monmouth County Library Headquarters at 9:30 am.

Scheduling of Closed Executive Session at Next Meeting
A Motion to schedule a Closed Executive Session at the next meeting on Tuesday, April 18, 2023 was made by Marcy McMullen and seconded by Barbara Lovell. Unanimously approved.

Adjournment & Closed Executive Session
A Motion enter into Closed Executive Session to discuss the library’s personnel and legal issues as permitted by the Open Public Meetings Act was made by Frank Wells and seconded by Mary Ann Musich. Unanimously approved.

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

A Motion to adjourn the public meeting was made by Frank Wells and seconded by Marcy McMullen. Unanimously approved.

The public meeting concluded at 10:39 am.

Submitted by Kimberly Conover