

Monmouth County Library Commission Minutes
April 13, 2021
Headquarters Library & Virtual

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

The meeting convened at 11:15 am

Everyone stood for the Pledge of Allegiance.

Chairperson Nancy Grbelja opened the meeting of Tuesday, April 13, 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’s 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 March 9, 2021. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the Open Public Meeting minutes of March 9, 2021 was made by Barbara McMorrow and seconded by Brian Boms. Unanimously approved.

Commission Remarks

Chairperson Nancy Grbelja stated she did not have any additional remarks at this time.

Library Liaison Report

Eastern Branch Sculpture Dedication

County Commissioner Lillian Burry stated she has been working with Director Tolchin to plan the Eastern Branch Sculpture Dedication event scheduled on Saturday, May 15, 2021. As the event will be held outdoors, a tent will be erected to provide coverage from the elements. Printed programs for the event and individualized refreshments will be provided. The program will consist of: the presentation of the flag, live music played by a small ensemble or solo performer, and speeches will be made by County Commissioner Lillian Burry and by members of the Raffetto family. The County of Monmouth will be photographing and filming the event, as well as conducting interviews. An invitation will be extend to Congressman Chris Smith.

New Jersey Public Library Construction Bond Act Update

Director Tolchin stated the grant was approved by the New Jersey State Librarian and the contract has been signed. The Monmouth County Board of County Commissioners approved and awarded the contract to Settembrino Architects, including the additional amounts totaling \$227,000.00. The resolution was expanded to include the lower-gallery meeting rooms, the completion of the adult library, the lower-gallery restrooms, and upper-gallery restrooms. After meeting with Monmouth County Engineering and Settembrino Architects, the project will be put

out for bid in the next couple of months with January 2022 through April 2022 estimated to be the procurement timeframe for materials. Construction is anticipated to begin in April 2022 and be completed in October 2022.

Canopy at the Eastern Branch

The bids for the Canopy Project at the Eastern Branch have been rejected at this time. The bid will be rewritten and resubmitted.

New Jersey Public Library Construction Bond Act Update & Headquarters Renovation Update

Director Tolchin stated the contract for architectural services was awarded to Settembrino Architects on March 25, 2021. Project plans do include the installation of temporary barriers. The Headquarters Library will offer services by utilizing the children's area of the library and the circulation desk area if possible. The project will not include phasing, as it was the most efficient and economical way to bring the project plans forward.

Financial Report

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

Director Tolchin submitted the March 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 \$2,053,501.44 posted to the Temporary Budget of \$4,589,812.00; this total includes encumbered amounts. The 2020 Reserve Budget reflects \$2,926,375.78 remaining in unencumbered funds. The remaining Capital Account for the renovation is \$49,503.72 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 \$1,535,274.56 remaining unencumbered as of March 31, 2021. There were additional amounts taken from last month for payment to Settembrino Architects in the amount of approximately \$11,000.00. 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 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 \$2,975.80 remaining in unencumbered funds. If any funds remain after the completion of the sculpture and sculpture site amenities, the funds will be used to purchase books for the library's collection on topics relating to Charles Raffetto's interests.

County Commissioner Lillian Burry inquired about the effects of the tax to municipalities. Director Tolchin stated the tax levy and the budget are separate. The tax levy is approved by the Monmouth County Board of County Commissioners. The library has requested a 2% increase to the tax levy. All County Budgets are still pending at this time.

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

A voucher was submitted for approval in the amount of \$284,300.47 for tablet stations from Envisionware purchased with CARES Act funding.

A Motion to approve the voucher in the amount of \$284,300.47 for tablet stations from Envisionware and authorize the Library Director to sign the voucher was made by Barbara McMorro and seconded by Marcy McMullen. Unanimously approved.

A voucher was submitted for approval for the purchase of computers and supplies in the amount of \$15,517.68.

A Motion to approve the voucher in the amount of \$15,517.68 payable to CDW Government and charged to the 2020 Reserve Budget and authorize the Library Director to sign the voucher was made by Mary Ann Musich and seconded by Marcy McMullen. Unanimously approved.

CARES Act Project Status

Director Tolchin stated the self-checkout kiosks and the tablet stations are in the installation process. Envisionware is on site to provide support during the kiosk installations. Assistant Director Amici stated all self-checkout kiosks will be installed by April 15, 2021 and tablet station installations remain ongoing. The self-checkout kiosks are enabled to accept credit card and debit card payments. With Monmouth County Library Commission approval, the Library signed a three-year service contract with Heartland Services for credit card processing. This contract is capable of being cancelled if it proves to not be financially sustainable. County Finance Director Craig Marshall has completed an account transfer to Investors Bank in the amount needed to pay one year of fees. The total fees for credit card processing are \$3,218.00 with additional fees for actual transactions. The Library has come to the decision that the transaction fees will not be added to each patron card payment transaction. The Library will transfer any additional amounts remaining each month to the Revenue Account.

Covid-19 Library Operation & Meeting Space Requests

Director Tolchin stated all locations now allow for 50% capacity. Discussions have begun regarding modifying the hybrid service model and opening library locations for full scheduled service hours. There are staff concerns that need to be addressed. The Library is considering between June 1, 2021 and July 1, 2021 as possible dates for returning to full hours. The mask requirement will remain in effect and we will continue offering a door-side option, if logistically feasible. The current protocol for returning all materials through library book drops will remain and current sanitizing protocols will also remain in effect. There are revised CDC (Center for Disease Control and Prevention) Guidelines regarding the quarantining of materials and the Library is considering altering this protocol.

The Library continues the suspension of meeting room use at this time and will not be able to host the Migrant Education Program due to this. In 2022, the Monmouth County Library Headquarters meeting rooms will be under construction and will not be available for use.

Holmdel Technology Initiatives

Director Tolchin stated Holmdel Township has submitted a list a proposed technology initiatives for the Holmdel Library. Some of the suggestions would be difficult for the Library to maintain as they utilize software that is not supported by the Library. Discussions have begun with Holmdel Township regarding long-term equipment maintenance needs, fees, and concerns.

County Capital Funding Request

Director Tolchin stated she is working with County Finance Director Craig Marshall to draft a funding request to the County of Monmouth for security systems at the Headquarters and Eastern Branch locations.

Director's Report

Director Tolchin stated the State Aid Report was completed and submitted. The Library met and exceeded the annual training requirement.

The New Jersey State Library announced the second round of New Jersey Public Library Construction Bond Act Grants. The due date is June 6, 2021. All branch managers have been requested to share this information with their townships and all member library locations have been informed.

The Library currently has 29 staff vacancies. While staffing has been difficult, the Library will continue its recruitment efforts. Additionally, some staff retirements have been announced in the coming months.

A thank you was extended to Monmouth County Human Resources for their help in providing annual staff policy updates via the Employee Self-Service portal.

The Library received a PEOSH (Public Employees Occupational Safety and Health) complaint. The Library responded and complied with all requests.

The Library issued *Thankful to You* Certificates to programming partners.

Over the next few months, the Library will begin planning a 100th Anniversary event to celebrate the 100th year of the Library's opening.

Director Tolchin highlighted the Programming Department and the wonderful programs they bring forward to patrons. The Revisiting the Founding Era Grant Program will be held in May and presented by Donna Mansfield, Grant Writer. County Commissioner Lillian Burry will be hosting a program on Historic Sites of Colts Neck on April 30, 2021.

Assistant Director's Update

Assistant Director Heidi Amici stated the County began installing the outdoor wireless equipment at the Headquarters and Eastern Branch locations. It is anticipated to be completed next month.

Tablet stations are in the process of being installed at all library locations and self-checkout kiosks with credit card readers have been installed at eight locations.

The student databases access card project is still in process.

The Library is working to update the website to accept credit cards and debit cards online.

Publicity Consultant Report

Publicity Consultant Muriel Smith stated she has done a lot of writing on the upcoming Revisiting the Founding Era Grant Program which will be presented by Donna Mansfield and the upcoming Historic Sites of Colts Neck program which will be presented by County Commissioner Lillian Burry. Stories have also been submitted on the virtual book clubs held at the Library.

Commissioner Comments

Commissioner Boms inquired about the status of the Library's vans. Assistant Director Amici stated the vans have been repaired and the vendor has been changed for the purchase of the third van. The County will receive the van and they will then install all of the add-ons, such as carpeting and caging.

Commissioner Wells stated the State of New Jersey will receive \$3,900,000.00 through the American Rescue Act. He encourages the Library to contact the New Jersey State Librarian. Director Tolchin stated they will carefully evaluate grant opportunities.

Public Comments

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

Next Meeting

The next meeting will be held at 11:00am on Tuesday, May 11, 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, May 11, 2021 was made by Mary Ann Musich and seconded by Barbara McMorrow. Unanimously approved.

Adjournment

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

The public meeting concluded at 12:13 pm.

Closed Executive Session

A Closed Executive Session was held after the conclusion of the public meeting.

Submitted by Kimberly Conover