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

Absent: Chairperson Brian Boms and Commissioner Barbara Lovell

Guests: County Counsel Meghan Bennett

The meeting was called to order at 09:37 am.

Everyone stood for the Pledge of Allegiance.

Vice-Chairperson Mary Ann Musich opened the meeting of Tuesday, April 18, 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 April 18, 2023 Agenda was made by Marcy McMullen and seconded by Barbara McMorrow. Unanimously approved.

Minutes
Vice-Chairperson Mary Ann Musich gave a few minutes for review of the meeting minutes from March 21, 2023. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the Open Public Meeting minutes of March 21, 2023 was made by Barbara McMorrow and seconded by Marcy McMullen. Unanimously approved.

A Motion to approve the Closed Executive Session minutes of March 21, 2023 was made by Marcy McMullen and seconded by Frank Wells. Unanimously approved.

Library Commission Remarks
Vice-Chairperson Mary Ann Musich stated members of the Library Commission visited the Holmdel branch in recognition of National Library Week and had a great discussion with staff. It is recommended that before visiting a branch location that you contact them prior.

Commissioner McMorrow attended Maker’s Day at the Eastern Branch on March 25, 2023. It was a wonderful community event day and the staff and presentations were great. The Teen Advisory Board was also in attendance at the event and they are an extraordinary group of young persons. It was suggested to invite the group to a meeting to recognize and honor them for their work and dedication.
**Library Liaison Report**
County Commissioner Ross Licitra stated, during Closed Executive Session, the minutes should be recorded by Director Tolchin or Assistant Director Amici to avoid any potential conflict of a Library Commissioner.

**Financial Report**
*March Financials - Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets*
Director Tolchin submitted the March 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 $2,225,320.38 posted to the Temporary Budget of $7,228,212.00; this total includes encumbered amounts. The Reserve Budget, with remaining 2022 funds reflects $3,441,706.02 remaining in unencumbered funds. The Capital Account for the renovation is $1,578,252.16 remaining unencumbered as of March 31, 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 preliminary estimate for the carpeting in the children’s area of the Headquarters library was received. The preliminary estimate is $126,000.00 based on a cost of $65.00 per square foot. This cost includes carpet tiles, removal and disposal of the current carpet tiles, moving of furniture, and glue. If the decision is made to move forward, an official estimate can be received. There is potential for the cost to be accommodated within the Operating Budget, depending on the decision of the Library Commission.

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

**Headquarters Renovation Report**
Director Tolchin stated progress is continuing and the project has gone out to bid. The bid was advertised on April 13, 2023 and a non-mandatory, pre-bid meeting and inspection will be held on April 19, 2023 at 9am. Questions, clarifications, interpretations, and bid documents should reach the architect at least seven days prior to receipt of bid by May 3, 2023. The receipt of bid due date is May 10, 2023.

**2023 Library Budget Adoption**
Director Tolchin stated the Library Commission previously voted and conditionally approved the Library Budget based on the indirect charges and fringe benefit rate. At this time, those rates are not yet completed but a budget needs to be adopted. County Finance feels the calculations within the budget should be sufficient.

A **Motion to approve the 2023 Library Budget** was made by Frank Wells and seconded by Barbara McMorrow. Unanimously approved.

The Library Commission recommends the following motion to the Board of County Commissioners to support the Library Budget:
A Motion to propose a 0% increase to the tax levy raising $15,850,000.00 in taxes, $115,483.78 in omitted taxes, $150,000.00 in fines and photocopies, and $87,000.00 in State Aid to support the Library Budget of $17,885,000.00 was made by Barbara McMorrow and seconded by Marcy McMullen. Unanimously approved.

**Monmouth County Indirect Charges**
Director Tolchin stated annually the Library provides to the County of Monmouth a letter to the Director of Finance confirming the allocations for Indirect Charges are contained within the budget. The estimated amount for 2023 is $3,800,000.00 based on the previous year actual charges of $3,776,000.00.

**A Motion to approve the amount of $3,800,000.00 in the 2023 Budget for Indirect Charges to be determined payable to the County of Monmouth was made by Frank Wells and seconded by Mary Ann Musich. Unanimously approved.**

**Backpack Projects**
Director Tolchin stated the backpack project is moving forward and the library is waiting for additional information from Monmouth County Division on Aging, Disabilities & Veterans Services. Artwork for promotion is currently underway and a timeline for a launch day is being worked on and will be coordinated with the Library Commission. The library has also reached out to other community resources to inquire on their interest in collaborating on future backpacks. There is interest in creating additional backpacks.

**National Library Week – April 23-29, 2023**
Vice-Chairperson Mary Ann Musich stated National Library Week is April 23, 2023 through April 29, 2023. The Library Commission will be visiting all branches of the Monmouth County Library system.

**Director’s Report**
Director Tolchin stated an inquiry was received regarding the closed status of the water fountains. This inquiry was addressed with County Health and Safety Coordinator Kathy West. They are investigating and assessing using a filling station in place of water fountains. Director Tolchin is awaiting the results of their investigation.

**Assistant Director’s Report**
Assistant Director Heidi Amici stated there was no additional report at this time.

**Commissioner Comments**
No additional comments were provided during the course of the meeting.

**Public Comments**
A Motion to open the meeting to public comment was made by Marcy McMullen and seconded by Barbara McMorrow. 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, May 16, 2023 at the Monmouth County Library [Holmdel Branch] 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, May 16, 2023 was made by Frank Wells and seconded by Marcy McMullen. Unanimously approved.

Closed Executive Session
A Motion to enter into Closed Executive Session at 9:57 am to discuss personnel, security, and contracts as permitted by the Open Public Meetings Act was made by Barbara McMorrow and seconded by Marcy McMullen. Unanimously approved.

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

The Open Public Meeting resumed at 10:17 am.

An update was provided from the committee that convened to discuss and address staffing vacancies. The library currently has 38 vacancies. There are currently positions posted internally, with provisional appointments available as needed, as well as the civil service tests for Librarian 2 and Librarian 3 in process. Library staff attended a job fair held at Brookdale Community College. Administrative staff also attended a civil service training. A Monmouth In Focus television segment is planned to make the community more aware of the library and what it has to offer.

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

The Open Public Meeting concluded at 10:26 am.

Submitted by Kimberly Conover