

Monmouth County Library Commission Minutes
May 11, 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: Meghan Bennett, Special Counsel and Christopher Marion, Deputy County Administrator

The meeting convened at 11:05 am.

Everyone stood for the Pledge of Allegiance.

Chairperson Nancy Grbelja opened the meeting of Tuesday, May 11, 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 April 13, 2021. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the Open Public Meeting minutes of April 13, 2021 was made by Barbara McMorrow and seconded by Marcy McMullen. Unanimously approved.

A correction was made to the Closed Executive Session minutes; Marcy McMullen was incorrectly identified as Marcy Prince.

A Motion to approve the Closed Executive Session minutes of April 13, 2021 with the name correction was made by Brian Boms and seconded by Marcy McMullen. Unanimously approved.

Commission Remarks

Chairperson Nancy Grbelja stated that all is going exceptionally well within the Library and with the Library’s programming.

Library Liaison Report

County Commissioner Lillian Burry thanked library staff for all of their hard work and enthusiasm hosting the *A Tour of Historic Colts Neck Meet the Author* program. The program will be posted on YouTube for additional viewing.

Eastern Branch Sculpture Dedication

County Commissioner Lillian Burry stated the Eastern Branch Sculpture Dedication event is scheduled for 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: live music played by a solo guitarist, the presentation of the flag and the pledge of allegiance, an invocation by Reverend Scott Brown, and speeches will be made by County Commissioner Lillian Burry and by a member of the Raffetto family. The County of Monmouth will be photographing and filming the event, as well as local news outlets providing coverage.

The Monmouth County Board of County Commissioners will be introducing the annual budget. The Library's tax levy has been proposed with a 1.89% increase.

New Jersey Public Library Construction Bond Act

Headquarters Renovation Update

Director Tolchin stated the renovation is moving forward and a meeting will be held with Settembrino Architects on May 18, 2021. Deputy County Administrator Christopher Marion stated a preliminary schedule has been received from Settembrino Architects and a temporary service plan has been drafted. Mr. Marion will present the proposed project schedule at the next scheduled Monmouth County Library Commission meeting.

Application Resolution – Marlboro Township

A resolution approval has been requested for the Marlboro Township application for the New Jersey State Public Library Construction Bond Act Grant. The resolution states: *The Township of Marlboro, with the Monmouth County Library hereby certify that permission has been granted to apply for the project entitled the New Jersey Public Library Construction Bond Act in the amount of \$1,150,00.00.* Matching funds will be provided by the Township of Marlboro and the application filing was authorized at the official meeting of the governing body of the municipality held on April 22, 2021.

A Motion to approve the resolution for the Township of Marlboro to apply for the second round of the New Jersey Public Library Construction Bond Act Grant in the amount of \$1,150,000.00 with matching funds provided by Marlboro Township and authorizing the Monmouth County Library Commission Chairperson to sign with signature certification completed by Special Counsel Meghan Bennett was made by Frank Wells and seconded by Marcy McMullen. Unanimously approved.

Financial Report

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

Director Tolchin submitted the April 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 \$2,681,345.12 posted to the Temporary Budget of \$5,805,812.00; this total includes encumbered amounts. The 2020 Reserve Budget reflects \$2,926,270.59 remaining in unencumbered funds. The remaining Capital Account for the renovation is \$49,503.72 unencumbered from the first capital appropriation of \$977,000.00 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 April 30, 2021. 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 that 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 Detail 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.

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

A voucher was submitted for approval in the amount of \$94,661.00 for self-service kiosks from Envisionware; \$86,840.00 is charged to CARES Act funding with the remaining \$7,821.00 charged to the 2020 Reserve Budget.

A Motion to approve the voucher in the amount of \$94,661.00 to Envisionware and authorize the Library Director to sign the voucher was made by Mary Ann Musich and seconded by Marcy McMullen. Unanimously approved.

Assistant Director's Update

CARES Act Project Status

The self-checkout kiosks have been installed at eight branch locations (Headquarters, Eastern, Hazlet, Holmdel, Howell, Marlboro, Ocean, and Wall) and all remaining CARES Act equipment is in the installation process. The first month of revenue via the self-checkout kiosks was \$1,220.08 with a monthly fee of \$260.00 and still to be determined transaction fees. Remaining funds will be transferred into the Revenue Account. Assistant Director Heidi Amici recognized and thanked the following people for their support and assistance in the installation process:

Monmouth County Library Headquarters and Eastern Branch - John Zawadzki, Deane Reade, and their crew at Monmouth County ITS; Bob Compton, County Buildings and Grounds; and Tracy Pitts, Library Head of Buildings and Grounds

Hazlet - Dennis Pino, Township Administrator; Joseph Emerson, Network Administrator (Hazlet Public Schools); and Dave Rooke, Department of Public Works Superintendent and his crew

Holmdel - Jason Weag and Victor Stevens

Howell - Mike Csaki, Public Works Supervisor and his crew

Wall Township - Kirk Bennett

A thank you was also extended to all of the Branch Managers. Additionally, the Art Department has created signs that will be placed on the self-checkout kiosks stating there is a \$5.00 minimum for credit/debit card transactions. The Library is excited to offer this expanded service.

Installation is still on-going for the tablet stations and the library will continue to rectify issues through each step of the process.

The New Jersey Department of Environmental Protection reviewed the computer discarding process as the result of a complaint. The Library sends devices to the County of Monmouth for recycling and no violations were found.

Brielle Library has a new Library Director; welcome Janet Torsney.

Covid-19 Library Operations & Meeting Space Requests

Director Tolchin stated the Library will be returning many branch locations to pre-pandemic hours of operation (Headquarters, Eastern, Allentown, Hazlet, Holmdel, Howell, Marlboro, Ocean, and Wall). This will begin on May 19, 2021 in conjunction with the Governor of New Jersey's reduced restrictions on Covid-19 procedures. Door-side services will still be offered as needed. The Colts Neck Branch, West Long Branch Library, and Oceanport Branch hours of operation will remain in the established reduced capacity due to building cleaning protocols. The Atlantic Highlands Branch will remain as door-side service only at this time. The Library will no longer be quarantining materials returned at all library locations, but are still requesting that materials be returned via the book-drop. Computer use will remain at 60 minutes per person per day with the potential for an additional 60 minute extension of time based on availability. The Library will maintain a one person per table procedure at this time; tutoring and group study is not permissible. The six-foot social distance must still be adhered to.

Director's Report

Director Tolchin stated the Library received a PEOSH (Public Employees Occupational Safety and Health) complaint. The complaint was reviewed and modifications have been completed. The County of Monmouth submitted the formal response.

The fringe benefit rate is currently 49.921%. Any remaining funds will be reallocated within the budget.

The Library received a bequest from Trudy Cherico in the amount of \$1,000.00. These funds will be placed into a grant fund.

Director Tolchin supplied the Monmouth County Library Commissioners with the Trustee Check-In information for May 13, 2021. This program does meet the qualification for annual training hours.

Publicity Report

Publicity Consultant Muriel Smith was not present for the meeting. Director Tolchin stated the New Jersey State Youth Orchestra will be conducting a virtual concert in May. In June, the Library will share a virtual chorus concert. A new streaming service titled Medici will begin on June 1, 2021 and this service will allow patrons to stream opera, classical, and dance programs. Summer Reading begins on June 1, 2021 and the theme is Tails and Tales. The Library will be offering a storytelling program for adults and a summertime family cooking series. The Smithsonian's National Museum of African American History and Culture will be offering a collaborative collection shared on the Monmouth County Library website in commemoration of Juneteenth. The Library will begin to offer in-person, outdoor programming for children beginning in June with a focus to serve member libraries.

Commissioner Comments

Chairperson Nancy Grbelja stated she would like to see the Library maintain a combination of both in-person and virtual programming going forward. Virtual programming options have been outstanding and attracted a whole new group of patrons to the Library.

Vice-Chairperson Barbara McMorrow suggested reaching out to the Monmouth County Arts Council regarding the Eastern Branch sculpture dedication event.

Public Comments

A Motion to open the meeting to public comment was made by Marcy McMullen and seconded by Frank Wells. 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 Barbara McMorrow. Unanimously approved.

Next Meeting

The next meeting will be held at 11:00 am on Tuesday, June 15, 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, June 15, 2021 was made by Mary Ann Musich and seconded by Marcy McMullen. Unanimously approved.

Adjournment

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

The public meeting concluded at 11:54 am.

Closed Executive Session

A Closed Executive Session was not held at the conclusion of the public meeting.

Submitted by Kimberly Conover