

Monmouth County Library Commission Minutes  
June 21, 2022  
Headquarters Library

**Present:** Chairperson Brian Boms and Library Commissioners Barbara McMorrow, Marcy McMullen, Mary Ann Musich, and Frank Wells; also present Director Judith Tolchin and Assistant Director Heidi Amici

**Absent:** Library Commissioner Barbara Lovell and County Commissioner Lillian Burry

**Guests:** Special Counsel Meghan Bennett and Deputy County Administrator Christopher Marion

**The meeting convened at 11:08 am.**

Everyone stood for the Pledge of Allegiance.

Chairperson Brian Boms opened the meeting of Tuesday, June 21, 2022 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 Brian Boms gave a few minutes for review of the meeting minutes from May 10, 2022. Opportunity was given for additions, corrections, and suggestions.

**A Motion to approve the Open Public Meeting minutes of May 10, 2022 was made by Marcy McMullen and seconded by Barbara McMorrow. Unanimously approved.**

**A Motion to approve the Closed Executive Session minutes of May 10, 2022 was made by Barbara McMorrow and seconded by Marcy McMullen. Unanimously approved.**

**Commission Remarks**

Chairperson Brian Boms stated he did not have any formal remarks at the time of the meeting.

**Headquarters Renovation Update**

Deputy County Administrator Christopher Marion provided an update on the Headquarters renovation project. In February 2022, a construction cost estimate was received that exceeded the project budget. In March 2022, the County of Monmouth met with Settembrino Architects, Monmouth County Public Works, and Monmouth County Engineering to identify project scope items that could be removed from the base project to reduce the estimated cost. In April 2022, the final scope items were submitted to Settembrino Architects. The current construction cost estimate is \$3,868,000.00 and additional alternate projects have been listed in priority order. In May 2022, 100% documentation was completed by Settembrino Architects, Monmouth County Public Works, and Monmouth County Engineering. In June 2022, construction drawings, plans,

specifications, and the bid documentation will be complete. On June 9, 2022 the Monmouth County Board of Chosen Commissioners passed a resolution approving the plans and specifications and authorizing bids. On June 30, 2022 the bids will be advertised with an estimated receipt date of August 9<sup>th</sup> through August 16<sup>th</sup>. Once this period closes, Mr. Marion will present the bids received to the Library Commission. The estimated project start date is November 14, 2022.

Director Tolchin stated the timeline extension request was approved by the New Jersey State Library and the anticipated completion date is August 2023. The form to comply with Section 2.8(3)a and The New Jersey State Library Construction Bond Act survey for private business questionnaire were submitted and signed by Monmouth County Finance Director Craig Marshall. There is another report due on August 1, 2022 for Section 12-2.3b and it is in progress.

The amount of matching funds for the renovation project have been reallocated: \$1,497,000.00 and \$53,000.00 from the Capital Accounts and \$400,000.00 from the Operating Budget for a total of \$1,950,000.00.

**A Motion to approve the reallocation of [LCBA matching] funds from the Capital Account C-04-55-918-030-05S in the amount of \$1,497,000.00, the Capital Account C-04-55-917-020-05M in the amount of \$53,000.00, and the Operating Budget line 1-20-56-858-510-402 in the amount of \$400,000.00 for a total of \$1,950,000.00 was made by Marcy McMullen and seconded by Frank Wells. Unanimously approved.**

The next Monmouth County Library Commission meeting is scheduled for September 13, 2022, but an additional meeting may be needed prior to this date.

### **Financial Report**

#### **May Financials - Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets**

Director Tolchin submitted the May 2022 Financial Report to the Commission, including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets wherein the 2022 Detail Budget Account charged year to date is \$3,331,583.00 posted to the Approved Budget of \$17,885,000.00; this total includes encumbered amounts. The 2021 Reserve Budget reflects \$3,864,009.41 remaining in unencumbered funds. The remaining Capital Account for the renovation is \$81,252.16 unencumbered from the first capital appropriation of \$977,000.00 and \$1,497,000.00 unencumbered from the second capital appropriation of \$1,497,000.00 for a total of \$1,578,252.16 remaining unencumbered as of May 31, 2022. These funds are reserved for the completion of the adult library and the lobby, including lobby furniture.

**A Motion to approve the May 2022 Financial Report including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets was made by Barbara McMorrow and seconded by Mary Ann Musich. Unanimously approved.**

A voucher for Fourth Quarter Fringe Benefits in the amount of \$668,444.13 was submitted for approval.

**A Motion to approve the voucher in the amount of \$668,444.13 for Fourth Quarter Fringe Benefits was made by Mary Ann Musich and seconded by Marcy McMullen. Unanimously approved.**

### **Contract Renewals**

#### **Sirsi**

The Library is seeking to renew the Sirsi contract that provides the public access catalog for a five-year period beginning January 1, 2023 and ending December 31, 2027. The renewal price has been negotiated with modifications to service, including: an app for member libraries, assistance with a specified number of special projects, and text message notifications. The amount is \$154,128.00 with an annual cost increase of 1.9%. Renewing the contract for a five-year period verses year to year will provide a savings of \$115,678.00.

**A Motion to approve the five-year agreement with SirsiDynix in the initial amount of \$154,128.00 with an annual escalation of 1.9%, subject to requirements set forth by Monmouth County Purchasing, and the Commission further authorizes the initial year and subsequent years in the amount not to exceed \$164,540.00 should additional services be identified prior to submission was made by Frank Wells and seconded by Barbara McMorrow. Unanimously approved.**

#### **Verizon**

The cost of Verizon service is negotiated by the New Jersey State Library and the cost has been reduced. The anticipated three-year contract cost will be \$39,168.00 for the full 36-month term. Additional fees and surcharges are estimated at \$300.00 per month. This is for the service provided at the Headquarters and Eastern Branch locations.

**A Motion to approve the three-year agreement with Verizon at the annual estimated cost of \$13,056.00 and a three-year estimated cost of \$39,168.00 with variation due to taxes and fees and subject to requirements set forth by Monmouth County Purchasing was made by Marcy McMullen and seconded by Mary Ann Musich. Unanimously approved.**

#### **Meraki**

Monmouth County Purchasing provided three proposals for renewal of the Meraki Dashboard service: a one-year renewal in the amount of \$14,414.90, a three-year renewal in the amount of \$28,829.40 (\$9,610.00 per year), and a five-year renewal in the amount of \$43,244.34 (\$8,649.00 per year). Director Tolchin recommends the five-year renewal option. One additional access point may be needed at the Eastern Branch. A question has been submitted to Monmouth County ITS (Information Technology Services) regarding whether or not all access points need to remain active during the Headquarters renovation.

**A Motion to approve the five-year agreement with Cisco Meraki Dashboard in the amount estimated at \$43,244.34, subject to requirements set forth by Monmouth County Purchasing, was made by Barbara McMorrow and seconded by Marcy McMullen. Unanimously approved.**

### **Library Operations Update**

Director Tolchin stated there has not been a significant change in operations since the update provided last month. The Library has been experiencing some absences due to exposures.

An in-person concert was held at the Headquarters Library and there was great attendance. Patrons are excited for the return of in-person programs.

The Library currently has 40 staff vacancies and this has presented many challenges. There are concerns with meeting staffing needs in the latter part of the year with staff using allotted paid time off. Strides are being made to bring candidates forward, but there have been difficulties in filling Librarian positions due to the requirement that candidates must have a Master's in Library Science from an American Library Association accredited institution.

The Library has not reinstated volunteer opportunities at this time. Currently, staff must follow daily health procedures prior to reporting to work. We would not be able to maintain these procedures in regard to volunteers. Additionally, volunteers require a level of staff supervision that may not be possible at this time.

### **Art Donation**

Director Tolchin provided the Commission with images of a potential art donation of three wood sculptures. The Commission will convene the Art Committee for review of this potential donation from the McIlvain family. If these pieces are acquired by the Library, the cost of insuring the works will need to be assessed.

### **Saturday Schedule – December 2022**

Director Tolchin stated December 24, 2022 (Christmas Eve) and December 31, 2022 (New Year's Eve) both fall on Saturdays. The Commission's input was requested as to whether the Library should remain fully open, remain open half-day, or close on these two dates. The Commission recognizes the hard work of all staff and believes it will be beneficial to close on these two dates. Historically, there is low attendance from the public on these pre-holiday days.

**A Motion to close the Library on December 24, 2022 and December 31, 2022 was made by Barbara McMorrow and seconded by Mary Ann Musich. Unanimously approved.**

### **Branch and Member Report**

Director Tolchin stated the Summer Reading program *Oceans of Possibilities* has begun and will run from June 1, 2022 through August 15, 2022. Readers of any age can sign up to participate and earn rewards.

The Commission was presented with the 100<sup>th</sup> Anniversary tote bags. These totes will be given out at all branches, while supplies last, beginning in September 2022 to promote the anniversary and anniversary events.

The Library received a patron challenge regarding the Pride Month display in the children's area of the Headquarters library. We are an inclusive community and Pride Month is a nationally

recognized event. As displays are part of the collection, the Collection Development and Management Policy was used in the response to the patron.

Computer installations have been completed at all branch and member library locations with over 250 new devices installed. This year new monitors have been purchased and will be installed.

The Library is continuing the initiative to add or update each patron's email address. This will allow for email notifications as an option in the near future. Additionally, the Library is focused on promoting programs and services via social media platforms.

Programming budgets were increased for branch and member libraries for the remainder of the year. The goal is to schedule more programs and encourage patrons to come back to the libraries.

The Art Department needs additional staff support. Currently, the department has only two staff members and is responsible for providing all branch and member libraries with printed materials, posters, and social media slides.

The Programming Department created a Centennial Toolkit to assist branches with 100<sup>th</sup> Anniversary event ideas.

The Colts Neck Library has a new address. The address is 2 Veterans Way, Colts Neck, New Jersey 07722. All flyers listing the branch locations will need to be updated by the Art Department.

For the 100<sup>th</sup> Anniversary celebration in September 2022, Township Officials, the New Jersey State Librarian, members of the New Jersey State Legislature and Congressional Officials of communities associated with the Monmouth County Library will be extended an invitation. If any Commissioner has any additional invitations they would like extended, please contact Director Tolchin.

### **Director's Report**

Director Tolchin stated the New Jersey State Library announced their database renewals. Databases that were discontinued are: Rosetta Stone, Job and Career Accelerator, and Brainfuse online tutoring. The Library will begin their own subscription to Rosetta Stone at an annual cost of \$9,500.00. Based on feedback, the Library may reconsider continuing other discontinued databases in January with sufficient patron demand.

The New Jersey State Library has extended funding for Zoom subscriptions to public libraries for three additional years. The Library will continue to use this service through the New Jersey State Library.

### **Assistant Director's Report**

Assistant Director Heidi Amici stated shipping costs from the Library's book vendors Baker and Taylor and Ingram have increased. Baker and Taylor is now charging a 1% fee, up to a maximum of \$25.00 and this does not include any processing fees. Ingram is now charging \$2.50

per box with an additional surcharge of \$6.00 for shipments containing less than 15 books. The Library is looking into alternative delivery methods to reduce fees, such as having all books delivered to Headquarters and then disbursing to locations. Assistant Director Amici will keep the Commission updated if any additional changes occur.

The large and mid-sized library branches have ceiling mounted projectors with a sound system for showing movies and other programs. Two locations require replacement of their projector systems and the Library is working to obtain pricing quotes. In the past, the Library has purchased the equipment. As it is an installed product and equipment provided for branch use, a discussion was initiated pertaining to whether the library or the town would be responsible for the installation of the equipment.

### **Adjournment & Closed Executive Session**

**A Motion to adjourn the public meeting at 12:15 pm and enter into closed executive session to discuss the Library's Collective Bargaining Agreement and other personnel and legal issues 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.

Library Commissioner Mary Ann Musich exited the meeting prior to the start of Executive Session

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

The Commission resumed the public meeting session at 12:58 pm.

### **Programming Report**

Director Tolchin provided the Commission with a schedule of upcoming programs. Programming Coordinator Laura Migliore has done a wonderful job bringing programs to the Library.

### **Commissioner Comments**

Vice-Chairperson Barbara McMorrow stated it was wonderful to have the business cards to provide when asked questions so that members of the public can be provided contact information.

Chairperson Brian Boms inquired if members of the Commission have attended any Trustee Institute trainings. He stated they are informative and encouraged other members to attend. Any Commissioner attending a training should contact Director Tolchin so that the training hours can be counted toward the annual training hour requirement.

September 18, 2022 has been selected as the event day for the 100<sup>th</sup> Anniversary. The program will have a start time between 1:30pm and 2pm.

**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 Barbara McMorrow and seconded by Marcy McMullen. Unanimously approved.**

**Next Meeting**

The next meeting will be held on Tuesday, September 13, 2022 at the Monmouth County Library Headquarters at 11:00 am.

**Scheduling of Closed Executive Session at Next Meeting**

**A Motion to schedule a Closed Executive Session at the next meeting on Tuesday, September 13, 2022 was made by Marcy McMullen and seconded by Frank Wells. Unanimously approved.**

**Adjournment**

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

The meeting concluded at 1:06 pm.

Submitted by Kimberly Conover