

Monmouth County Library Commission Minutes
July 27, 2021
Headquarters Library & Virtual

Present: Chairperson Nancy Grbelja and Library Commissioners Barbara McMorrow, Brian Boms, 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; Muriel Smith, Publicity Consultant; Christopher Marion, Deputy County Administrator; Joe Ettore, County Engineer; and Kevin and Rita Settembrino of Settembrino Architects

The meeting convened at 11:02 am.

Everyone stood for the Pledge of Allegiance.

Chairperson Nancy Grbelja opened the meeting of Tuesday, July 27, 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 June 15, 2021. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the Open Public Meeting minutes of June 15, 2021 was made by Barbara McMorrow and seconded by Brian Boms. Unanimously approved.

Headquarters Renovation Continuing Operations Options

Settembrino Architects and Monmouth County Engineering presented options for continuing services at the Headquarters library during the course of the renovation project.

Deputy County Administrator Christopher Marion stated at the prior meeting the project and project status was discussed. In order for the bid specifications and construction documents to be finalized an option will need to be selected.

Joe Ettore, County Engineer provided a status update on the Headquarters renovation. The original upgrades included lighting, carpeting, furniture, and power supply. In proceeding with that work, additional needs were identified. At that time, County Engineering recommended obtaining an architect to oversee the project. Through the fair and open process, Settembrino Architects were selected to provide services. As the project proceeded, a grant became available and was received that allowed for expansion on the improvements. Guidance is needed at this time on logistics and function of the library during the construction phase.

Kevin and Rita Settembrino of Settembrino Architects presented three phasing options for library logistics, function, and service during the construction process. The construction timeline will be approximately eight months, with an estimated four to six weeks of preparation work prior to

product delivery. There is the possibility of impact to the timeline due to the Covid-19 Pandemic. The design intent is the upper-level adult library, lower-gallery level meeting rooms, and upper-level and lower-gallery level toilet rooms. The intention in all plans is for the shortest amount of construction time to reduce impact on the library and library functions. All values have been aggregated in the complete grant application.

During the construction period, the Children's meeting room will be used as the entrance to the library and the temporary circulation area. Temporary power sources and data access will be established for use by staff and patrons. There is an existing stairwell with an emergency exit and an additional path will be made for use as a second emergency exit. Additional temporary toilets will be provided outside of the building that will be ADA (Americans with Disabilities Act) accessible. Construction trash receptacles will be placed in a minimally impactful location.

Option 1 would establish a covered pathway for staff only access to the circulation and reference office areas. This option will also allow access to the restrooms in the lower level and easier access to the Extension collection and Administrative Office.

Option 2 would allow for staff only access to the circulation office area, but would restrict access to the reference office area and the Extension collection. The Extension collection would only be accessible via stairwell. This option would allow for access to the Administration Office.

Option 3 would not allow for access to the circulation and reference office areas, as well as the Administration Office. Administrative functions such as recruiting, access to personnel files, payroll, purchasing, and finance would have to be relocated.

A question was posed regarding, if the library was fully closed during the construction process, would the project cost and timeline be reduced? It was stated that the costs have been allocated within the grant and funding, as well as the timeline being subject to product procurement. Additionally, there would be a large impact to patrons if the library was closed. The phasing options allow for the most efficient and least disruptive manner in which to conduct the project.

A Motion to agree to Settembrino Architects recommendation for Option 1 with the construction of a tunnel providing the greatest access for library staff at an anticipated cost of \$160,027.00 was made by Frank Wells and seconded by Mary Ann Musich. Unanimously approved.

Library Construction Bond Act Program – Annual Reporting Requirement

Director Tolchin stated the annual report is due on August 1, 2021. The Library intends to submit the completed report on July 30, 2021. The report has been sent to Kristen Wishart, Monmouth County Engineering for inclusion of the projection information for the next twelve months. The present expenditures were for the added services of Settembrino Architects in the amount of \$227,307.50. The final report will need to be signed by the Monmouth County Library Commission Chairperson prior to submission to the New Jersey State Library. An annual report will need to be submitted to the NJ State Library for each year the project is ongoing.

Commission Remarks

Chairperson Nancy Grbelja extended a thank you to Vice-Chairperson Barbara McMorrow, Commissioner **Frank Wells**, and Commission Brian Boms for their work reaching out to communities.

Library Liaison Report

County Commissioner Lillian Burry requested clarification on costs included in the grant. It was stated that amounts were included as part of the contingency budget, but funds from the Operating Budget may be needed for the lower-gallery toilet rooms as those costs were not included in the original plans.

Financial Report

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

Director Tolchin submitted the June 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 \$3,914,326.57 posted to the Approved Budget of \$17,885,000.00; this total includes encumbered amounts. The 2020 Reserve Budget reflects \$2,935,165.18 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 \$1,535,273.56 remaining unencumbered as of June 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 as of June 30, 2021.

A Motion to approve the June 2021 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.

Covid-19 Library Operations

Public Programming

Director Tolchin stated Covid-19 continues to impact Library operations. We continue to request mask usage within library locations. We will begin offering some indoor children's programming starting in September. Library co-sponsored events will not be offered at this time.

Meeting Room Requests

Beginning in September, the Library will offer meeting room space to individuals and non-profit/not for profit groups.

Cleaning Protocols – Branches

Director Tolchin stated three locations continue to maintain reduced service hours: Atlantic Highlands, Colts Neck, and Oceanport. The Library hopes to see a return to full operations at all branch locations, however CDC (Centers for Disease Control and Prevention) Guidelines of routine and daily cleaning are necessary to return service.

Technology Equipment Purchase

An estimate was provided for technology equipment in the approximate amount of \$92,000.00 for monitors and other equipment for the Member Services Department. It is recommended to include some additional amounts should pricing change. Member Services has requested approximately \$10,000.00 for equipment to support virtual programming.

Assistant Director Amici stated the Windows 10 computer installation project is ongoing. The plan included purchasing the CPUs (Central Processing Unit) at the same time so that all devices were the same. The Library is now looking to replace monitors. There will be some variation in price as we are looking to purchase approximately 300 monitors.

A Motion to approve Member Services equipment purchase proposal in an amount not to exceed \$105,000.00 was made by Marcy McMullen and seconded by Mary Ann Musich. Unanimously approved.

A Motion to approve the Public Relations equipment purchase proposal in an amount not to exceed \$12,000.00 was made by Barbara McMorrow and seconded by Brian Boms. Unanimously approved.

School/County Library Database Access Card – Privileges and Services

Assistant Director Amici continues to work on this project. She has been working with the Freehold Regional School District to establish a database only card for access to JerseyClicks databases provided through the New Jersey State Library. Special Counsel Meghan Bennett has reviewed the Freehold Regional High School draft services agreement. This service will allow the Library to offer more support within the community without additional cost to the library.

Vice-Chairperson McMorrow thanked Assistant Director Amici for all the work she has done to make this project a success. The goal for the future will be to offer this database card to all member municipalities.

Commissioner Marcy McMullen exited the meeting at this time though a quorum remained.

Non-Member Teacher Cards

Director Tolchin stated the Library offers a teacher library card to those residing in non-member municipalities who are classroom teachers, paid classroom teacher assistants, principals, or school superintendents in public or private schools in member municipalities. The intention for this card is for classroom use and not personal use. Currently, the Library has 47 active teacher cards. It is suggested that the access offered to teacher cards be the same as the paid borrower card. The teacher card will remain free of charge but restrict access to eBooks, eMagazines, and streaming services. With the new school database access card, teachers will also be given access to Jersey Clicks databases offered through the Monmouth County Library. The Monmouth County Library Commission agrees that teacher card access should be the same as paid borrower access. The Library is looking to make this change in September 2021.

Paid Borrower Services, Privileges, and Fees

Director Tolchin stated the Library currently has 173 active paid borrowers. The current fee for paid borrower access is \$100.00 per year. It is suggested that an agreement for paid borrowers be drafted that outlines the specific access and restrictions of the paid borrower library card so the

patron can sign the agreement at the time of registration. The fee for paid borrower access is non-refundable and does not include access to eBooks, eMagazines, and streaming services. If the Monmouth County Library Commission agrees, the Library will move forward with establishing an agreement.

eBook Publisher Terms of Use Update

Director Tolchin stated more publishers have begun restricting access to eBooks effectively imposing a cost per circulation. Publishers continue to limit library circulations to 26 per title and then access to the title must be repurchased. A question was asked regarding the possibility of purchasing publishing rights to titles to reduce the need for repurchase. It was stated that rights are not typically offered to libraries for purchase. To highlight the continued popularity of eBooks, Director Amici stated that the new John Grisham book does not currently have holds on the Library's printed copies, but there are 96 holds on the eBook copies.

Library Volunteers

As discussed at the previous meeting, the Library is hoping to resume volunteer opportunities in September. A waiver of liability will be needed and the draft process will begin soon.

Director's Report

Director Tolchin stated the League of Women Voters conducted an interview where she discussed library services, virtual programming, and community building. The interview is approximately 30 minutes long and will air on local cable television.

William F. Larkin, Mayor of Ocean Township sadly passed away. Library Administration and the Monmouth County Library Commission offer their condolences.

Email accounts have been established for all Monmouth County Library Commissioners. Business cards will also be printed for all Commissioners. A proof will be sent prior to printing.

Assistant Director's Update

Assistant Director Heidi Amici stated there were no additional items to report on at this time.

Publicity Report

Publicity Consultant Muriel Smith stated the Two River Times will be printing a story on the Library's ongoing family cooking virtual program series with Chef Rob. Additionally, County Commissioner Lillian Burry's Historic Tour of Colts Neck will be rebroadcast.

Closed Executive Session

At 12:22 pm the Commission stated a resolution to enter a closed executive session.

A Motion to adjourn to closed executive session to discuss the Library's Collective Bargaining Agreement and other personnel issues as permitted by the Open Public Meetings Act was made by Frank Wells and seconded by Brian Boms. Unanimously approved.

The Commission resumed the public meeting session at 1:47 pm.

Publicity Consultant Contract

A Motion to exercise the fourth and final year of a four-one-year contract with Muriel J. Smith for a period of January 1, 2022 through December 31, 2022. The cost for the publicity consultant fee is an hourly billing rate of \$26.00 with estimated monthly charges not to exceed \$1,500.00;an annual charge for twelve months of service not to exceed \$16,000.00 was made by Frank Wells and seconded by Barbara McMorrow. Unanimously approved.

School Card/FRHSD Agreement

A Motion to enter into an agreement to provide school database access cards to Freehold Regional High School District students living in member municipalities for the period of September 1, 2021 through June 30, 2022 was made Barbara McMorrow and seconded by Brian Boms. Unanimously approved.

Commissioner Comments

Chairperson Nancy Grbelja extended a thank you to all staff for the great job that they do.

Public Comments

A Motion to open the meeting to public comment was made by Mary Ann Musich 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 scheduled meeting will be held at 11:00 am on September 14, 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, September 14, 2021 was made by Frank Wells and seconded by Mary Ann Musich. 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 1:52 pm.

Submitted by Kimberly Conover