Present: Chairperson Brian Boms and Library Commissioners Barbara Lovell, Barbara McMorrow, Mary Ann Musich, and Frank Wells; also present County Commissioner Lillian Burry, Director Judith Tolchin, and Assistant Director Heidi Amici

Absent: Library Commissioner Marcy McMullen

Guests: Deputy County Administrator Christopher Marion

The meeting convened at 11:05 am.

Everyone stood for the Pledge of Allegiance.

Chairperson Brian Boms opened the meeting of Tuesday, August 16, 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 June 21, 2022. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the Open Public Meeting minutes of June 21, 2022 was made by Barbara McMorrow and seconded by Mary Ann Musich. Unanimously approved.

A Motion to approve the Closed Executive Session minutes of June 21, 2022 was made by Frank Wells and seconded by Barbara McMorrow. Mary Ann Musich and Barbara Lovell abstained. Approved.

Closed Executive Session
A Motion to enter into Closed Executive Session at 11:08am 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 Mary Ann Musich. Unanimously approved.

A Motion to resume the Public Meeting Session was made by Frank Wells and seconded by Barbara McMorrow. Unanimously approved.

The Commission resumed the Public Meeting Session at 11:32 am.
Agreement: Monmouth County Library, County of Monmouth, and AFSCME NJ Council 63
A Motion to approve the agreement between the Monmouth County Library, County of Monmouth, and AFSCME NJ Council 63 for the period of January 1, 2022 through December 31, 2024 as specified in the agreement and subject to final approval from the Monmouth County Board of County Commissioners was made by Mary Ann Musich and seconded by Barbara McMorrow. Unanimously Approved.

Commission Remarks
Chairperson Brian Boms extended a thank you to Library Administration.

Library Liaison Report
County Commissioner Lillian Burry presented a book to the Library Commission titled Norman the Christmas Dog by Candace Faust. The author has provided the Library with one signed copy and two additional copies for the collection. Commissioner Burry would like to schedule an event to highlight this local author.

Headquarters Renovation Update
Director Tolchin stated the project bid deadline was extended through August 24, 2022 due to contractor questions and clarifications of bid specifications and addendums. The report due under Section 2.3(b) was submitted to Monmouth County Finance and signed by Finance Director Craig Marshall by the due date of August 1, 2022. The New Jersey State Library requested additional information regarding material changes made to the project to determine if a substantial change request is needed. Director Tolchin replied to the New Jersey State Library stating the project will still meet the goals established in the grant application and summarized the alternate items that can be included based on contractor bids. Director Tolchin will follow up with Monmouth County Engineering and the New Jersey State Library when more information is available after the project bid submission deadline.

Deputy County Administrator Christopher Marion stated a meeting was held prior to the opening of bid submission to allow for questions with the architect. Mr. Marion will provide a report at the next scheduled meeting after the conclusion of the bid deadline.

Chairperson Brian Boms exited meeting at 11:43 am.

Financial Report
July Financials - Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets
Director Tolchin submitted the July 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 $4,664,921.00 posted to the Approved Budget of $17,885,000.00; this total includes encumbered amounts. The 2021 Reserve Budget reflects $3,195,273.15 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 July 31, 2022. These funds are grant matching
funds and reserved for the completion of the adult library and the lobby, including lobby furniture.

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

**Volunteer Policy and Agreement**
Director Tolchin stated a Volunteer Policy and Agreement was developed to accept volunteers and supplemented by a volunteer application and volunteer agreement. The policy covers adult volunteers and student volunteers ages 14 to 17 under the same policy. The student age range was selected based on the Library’s Unattended Children and Vulnerable Adult Policy which requires a child to be 14 years of age or older to be in the Library independently. Volunteers will be required to conduct the self-assessment health checklist, same as all Monmouth County staff, prior to arrival. The policy was reviewed by County Counsel Meghan Bennett. Vice-Chairperson Barbara McMorrow noted some minor grammatical changes that are necessary.

**A Motion to approve the Volunteer Policy and Agreement, subject to review and the noted grammatical changes, was made by Mary Ann Musich and seconded by Frank Wells. Unanimously approved.**

**Director’s Report**
Director Tolchin stated the Monmouth County logo is required for all print materials that are issued through Monmouth County Purchasing. The Art Department has updated the postcard and will continue to incorporate the County logo with the Library logo on purchased printed materials.

A patron complaint was received regarding DVD circulation periods and requesting DVDs circulate from two days currently to fourteen days. Director Tolchin will complete an analysis for further discussion at the next scheduled meeting.

A request for accounting reporting changes was received from County Finance Director Craig Marshall. Once reformatted, the Library will update procedures going forward.

The Library has removed additional open book drop bins at branches that had been implemented due to Covid-19. Materials can be returned via enclosed book drop bins or at circulation desks.

Director Tolchin recommends the Art Committee meet to review the offered works and provide their recommendation at the next scheduled meeting as to whether or not the art works should be accepted.

The Library currently has 38 staffing vacancies and will continue recruitment efforts.

National Night Out was held on August 2, 2022 in the Target Parking Lot and the Headquarters Library provided parking areas for security and safety to the Manalapan Police Department.
**Assistant Director’s Report**

Assistant Director Heidi Amici stated projector cost estimates are being compiled for the Howell and Marlboro branches. Additionally, the Wall branch needs a new projector. Without projectors, branches are unable to provide movie programming and other presentation programs.

**A Motion to approve the purchase of projectors as a planned and authorized 2022 expenditure supported by the 2022 Budget** was made by Mary Ann Musich and seconded by Barbara Lovell. Unanimously approved.

The Library should receive the third purchased van soon. Monmouth County Fleet Services will receive the van for finalization and it will then be delivered to the Library. Assistant Director Amici extended a thank you to Kyle Dodeck of Monmouth County Fleet Services for all the work procuring the van. Additionally, there was a purchase order issued for a fourth van in response to the extended amount of time necessary to obtain the third van. However, the Library is not in need of a fourth van and Library Administration is requesting permission to cancel this open purchase order.

**A Motion to cancel the open purchase order for a fourth van** was made by Frank Wells and seconded by Mary Ann Musich. Unanimously approved.

After the success of the Freehold Regional School database only student access cards, the Library is working with Shore Regional School District. This school has some students that do not reside in member communities and Library Administration is suggesting a discounted fee be charged to the school of $20.00 per student for those students that do not reside in a member community should the school choose to request cards for students residing in exempt communities.

**A Motion to approve a $20.00 per student annual fee for Database Only access for students residing in exempt municipalities and provided to any school operating within a member municipality when coordinated with the Technical/Member Services Department of Monmouth County Library** was made by Barbara Lovell and seconded by Frank Wells. Unanimously approved.

**Centennial Celebration**

Director Tolchin stated the invitation has been created and will be sent to all member community Mayors, Councils, and Libraries. Additional invitees will include School Superintendents and State and Local Dignitaries. If any Library Commissioners have any special invitations they would like extended, please contact Director Tolchin. Certificates of Appreciation will be presented to member Townships and this recognition ceremony will begin at approximately 1:15pm on September 18, 2022. We will also contact Townships to inquire if they are interested in issuing resolutions recognizing their partnership with the Monmouth County Library System. Members of the Monmouth County Library Commission are requested to arrive by 1:15pm for presentation and photo opportunities prior to the event start time of 2:00 pm.

**Commissioner Comments**
Vice-Chairperson Barbara McMorrow encouraged all members of the Library Commission to attend as many of the wonderful, upcoming 100th Anniversary events as they can.

**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 Frank Wells and seconded by Mary Ann Musich. 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 Mary Ann Musich and seconded by Barbara Lovell. Unanimously approved.

**Adjournment**
A Motion to adjourn the meeting was made by Mary Ann Musich and seconded by Frank Wells. Unanimously approved.

The meeting concluded at 12:16 pm.

Submitted by Kimberly Conover