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

Absent: Library Commissioner Barbara McMorrow and County Commissioner Lillian Burry

Guests: County Counsel Megan Bennett

The meeting convened at 11:05 am.

Everyone stood for the Pledge of Allegiance.

Chairperson Brian Boms opened the meeting of Tuesday, September 13, 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 August 16, 2022. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the Open Public Meeting minutes of August 16, 2022 was made by Barbara Lovell and seconded by Mary Ann Musich. Brian Boms and Marcy McMullen abstained. A majority vote was not able to be obtained and the motion was tabled until the next scheduled meeting.

A Motion to approve the Closed Executive Session minutes of August 16, 2022 was tabled until the next scheduled meeting.

Commission Remarks
Chairperson Brian Boms stated the Atlantic Highlands branch held a 100th Anniversary party for the library that was 1920s themed. The event was great, and staff worked hard to make the event a success.

Headquarters Renovation Update
Director Tolchin continues to follow up with the New Jersey State Library and Monmouth County Engineering to confirm if a substantial change request will be required to submit. At this time, it has not been determined. Monmouth County Engineering is currently evaluating bids received and they intend to make an award on the October 13, 2022, Monmouth County Board of County Commissioner meeting agenda. It is anticipated that minimum modifications will not
substantially change the project goals as specified in the grant application. Director Tolchin will have additional details and information when the award is announced.

**Financial Report**

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

Director Tolchin submitted the August 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 $5,440,838.11 posted to the Adopted Budget of $17,885,000.00; this total includes encumbered amounts. The 2021 Reserve Budget reflects $3,195,273.15 remaining in unencumbered funds; any remaining funds will transfer to the Fund Balance. 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 August 31, 2022. These funds are reserved for the completion of the adult library and the lobby, including lobby furniture.

A Motion to approve the August 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 Marcy McMullen. Unanimously approved.

**Centennial Celebration – September 18, 2022**

Chairperson Boms stated Director Tolchin has been working on the event plans and has sent out invitations. Several responses have been received confirming attendance at the event, however some follow up on responses that have not been received is needed. The Meet and Greet portion of the program will be held from 1:15pm to 1:45pm and at 1:45pm announcements for dignitaries in attendance will begin. The Commission will need to discuss and decide who will act as Master of Ceremonies (MC) for the event. County Commissioner Lillian Burry will provide a speech, provided she is in attendance.

**DVD Collection Circulation Rules**

Director Tolchin conducted a cost analysis for the impact should changes be made to the DVD circulation policy. The Library received a patron comment that DVDs should circulate for the same fourteen-day timeframe as books. Entertainment DVDs currently circulate for two days. Changing to a fourteen-day circulation model would have a significant cost impact on the Library System. The cost for additional copies and labor required would be an additional $500,000.00 per year. Changing the policy would require relabeling all current items which is estimated to take thirteen full-time employees a full year to complete. Based on current staffing levels, the Library cannot consider a policy change at this time. Surrounding libraries’ DVD borrowing polices were also reviewed and the general circulation timeframe of DVDs is two to three days. Additionally, library materials can be renewed in person, online via the Library website, via the Library app, or by phone up to three additional times, if there are no holds placed on the item.

**Art Donation**
The Art Committee will schedule a meeting to discuss if the Library should accept the proposed art donation. It is recommended that the committee also consider where to display the works, should they decide to acquire the works.

**Director’s Report**
Director Tolchin stated the Union negotiated increase has been implemented for the payroll beginning September 1, 2022 through September 15, 2022 and retroactive to January 1, 2022.

The Library is revising the Code of Conduct in response to patron issues and concerns. Revisions will be provided for review at the next scheduled meeting.

**Commissioner Comments**
Chairperson Brian Boms expressed his apologies for having technical issues and needing to leave the previous meeting early.

**Public Comments**
A Motion to open the meeting to public comment was made by Mary Ann Musich and seconded by Frank Wells. Unanimously approved.

Barbara Fleischer asked the Monmouth County Library Commission to consider increasing the length of borrowing time for DVDs. Barbara Fleischer asked the Library to consider increasing DVD borrowing time lengths to two weeks, same as the book borrowing length. Director Tolchin stated a book takes an average of eight to ten days for an individual to read, while movies have an average run time of three hours or less. Currently, borrowing time lengths are two days for movies and seven days for television series and non-fiction materials, with the option to renew up to three times if there are no holds placed on the items. Renewing materials can be done over the phone, online via the Library’s website, through the Library’s app, or in person. The Library has also been discussing the potential for automatic renewals of materials as it works toward offering additional notification methods. Additionally, a fourteen-day borrowing period for DVDs would create six less circulations per DVD and require more copies of all DVDs to be purchased. The estimated cost for additional copies and labor to make the change is $500,000.00.

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

**Next Meeting**
The next meeting will be held on Tuesday, October 11, 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, October 11, 2022 was made by Frank Wells and seconded by Marcy McMullen. Unanimously approved.

**Closed Executive Session**
A Closed Executive Session was not held
Adjournment
A Motion to adjourn the meeting was made by Mary Ann Musich and seconded by Marcy McMullen. Unanimously approved.

The meeting concluded at 11:45 am.

Submitted by Kimberly Conover