Monmouth County Library Commission Minutes  
October 11, 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

The meeting convened at 11:09 am.

Everyone stood for the Pledge of Allegiance.

Chairperson Brian Boms opened the meeting of Tuesday, October 11, 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’s web page the date, time, and place of the meeting.”

Commission Remarks

Chairperson Boms attended Atlantic Highlands 100th Anniversary celebration, which was well attended. They had a 3-piece string band, a photobooth, refreshments and a nice presentation on items they have found in library books throughout the years.

Chairperson Boms also attended Brielle’s 100th Anniversary celebration. Over 100 people were in attendance. The Brielle Library was decorated and refreshments were served.

Chairperson Boms wanted to thank everyone who came out to celebrate MCL’s 100th Anniversary at Headquarters on October 9, 2022.

Chairperson Boms inquired about volunteer opportunities at the library. Director Tolchin stated that volunteer opportunities are presently available at Monmouth County Library (with no restrictions). She did, however, point out that it is up to each branch whether or not to provide volunteer opportunities at their location. Anyone looking to volunteer should go to the branch that they are interested in and fill out an application.

Commissioner Wells arrived at 11:14 am.

Chairperson Boms mentioned the Norman the Christmas Dog’s book event at Eastern Branch. The event had a nice turnout and attendees included the book’s author Candace Faust, the Mayor of Eatontown, Anthony Talerico, Jr., Commissioner Burry, Children’s Programming Coordinator
Pat Findra and even Norman the Christmas Dog himself was there (and a big hit with all of the kids). Photos were taken and posted on Twitter.

Director Tolchin was contacted by Commissioner Burry’s office to let her know that Commissioner Burry thought the Norman the Christmas Dog promotion went exceptionally well and that she appreciated all the effort to make it a successful event.

Vice Chairperson Barbara McMorrow asked that the Library Commission be notified of any employees who retire after 25 years of service or from a leadership position. This would allow the Commission to recognize the employee’s service in a way that they see fit. It was also noted that it is good PR to recognize employees who have give 25+ years of service to the Library system.

Vice Chairperson McMorrow mentioned that Commissioner Barbara Lovell would love to be in charge of organizing the library event in recognition of the 100th anniversary (after our renovation takes place).

**Minutes**

A Motion to approve the Open Public Meeting minutes of August 16, 2022 was made by Mary Ann Musich and seconded by Barbara McMorrow. Unanimously approved. (Marcy McMullen abstained because she was not present.)

A Motion to approve the Closed Executive Session Meeting minutes of August 16, 2022 was made by Barbara McMorrow and seconded by Frank Wells. Unanimously approved. (Marcy McMullen abstained because she was not present.)

A Motion to approve the Open Public Meeting minutes of September 13, 2022 was made by Marcy McMullen and seconded by Mary Ann Musich. Unanimously approved. (Barbara McMorrow abstained because she was not present.)

**Liaison Report**

County Commissioner Burry was not in attendance to comment.

**Headquarters Renovation Update**

The award of contract was delayed. Director Tolchin informed the Commission that she was advised by County Engineering that the award of the contract will not be on the agenda for the October 13, 2022 County Commissioners meeting as was reported last month. County Administration, County Council and County Engineering are continuing to review the bids. Next County Commissioner meetings after the 13th are on October 27, 2022 and then again on November 22, 2022.
The Library Construction Bond Act Calendar Year 2022 Audit Report as required under Section 2.3 (a) form was submitted in a timely basis before the October 31, 2022 deadline.

As to whether or not we will have to give a substantial change notification to the NJ State Library will not be determined until the award of bid occurs.

**Financial Report**

**September Financials - Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets**
- The 2022 detail budget account charged year to date is $6,301,694.53 posted to the adopted budget of $17,885,000. This total includes encumbered amounts.
- The 2021 reserve budget reflects $3,195,273.15 in remaining unencumbered funds.
- The remaining capital account for the renovation matching funds totals $1,578,252.16 unencumbered as of September 30, 2022.

A Motion to approve the September 2022 Financial Report including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets as submitted was made by Marcy McMullen and seconded by Mary Ann Musich. Unanimously approved.

**Envisionware**

A Motion to approve the Mobile Print Voucher from Envisionware in the amount of $12,375.00 was made by Barbara McMorrow and seconded by Frank Wells. Unanimously approved.

**Programming Report**

Laura shared that she had just received a phone call from a woman who attended yesterday’s Tim McLoone Concert. She said that she uses a walker and her grandson is in a wheelchair. Normally they go to events at Middletown Library and this was her first time here.

The patron said that she was so impressed with how helpful and accommodating Library staff were and how professional the library looked with our information table and someone there to greet them. She said she never wanted the concert to end and couldn’t wait to call this morning and say thank you for everything we do. This makes it all worthwhile!

Celebration of the Library Centennial continues at Headquarters through October with the following special events:

This Sunday, October 16 at 2:00 pm – Retired Library Director Mr. Jack Livingstone’s choice for jazz is Giacomo Gates and Trio. We are hoping Mr. Livingstone will be here to introduce this concert as it marks his 50th year of bringing jazz to the library!

The following Sunday, October 23 at 2:00 pm will be Zydeco-a-Go-Go, that’s music from southern Louisiana that combines tunes of French origin with elements of Caribbean music and blues, featuring guitar, washboard and accordion, so should be a lot of fun.

Also noteworthy in-person events are:
The Gilded Age Tea History on Friday, October 21 at 2:00 pm.

Steve Woyce, Children’s Magician on Saturday, October 22 at 11:00 am.

October 29 through November 6 are Early Election Dates at Library Headquarters. Headquarters was the busiest early-election polling location in the state last year.

As you know, it takes a team to accomplish successful programming. Laura wanted to acknowledge our Programming Staff, which is Joan Moss, newly hired Frank Falisi and herself. Programming is supported by the Art Department, Val Pasko and Christine Devine-Burgi, and the Building and Grounds Department, headed by Tracy Pitts. Donna Mansfield, our former Programming Coordinator helped research the time-line which is on the round wall in the lobby. Laura said that they are extremely lucky to have everyone’s support and creativity to enhance everything that they do.

Here at Headquarters, Virtual programming will continue once the renovations begin. Feedback from the public has been tremendous as they constantly explore this additional way of offering library services to patrons.

Our branches are also stepping up with in-person programming.

On Saturday, October 15 at 2:00 pm, Eastern Branch will have a Flute and Classical Guitar Duo.

On Wednesday, October 19 at 2:00 pm, Ocean Township will have a performance by Charlie’s Band.

Friday, October 21 at 2:00 pm, Wall Township will have the NJ Cameo Club Variety Show, and Hazlet Branch will have the Cliffwood Crooner’s Variety Show.

On Saturday, October 22, Howell Branch will have a doo-wop concert with Rhythm ‘n Sound.

We are planning ahead and have a completed holiday card to share, based on a vintage theme to highlight the Centennial.

In addition, Programming has already booked a number of events throughout 2023 to keep our virtual audience engaged and interested.

The Commission thanked Laura and her Programming team who have done such a wonderful job.

**Director’s Report**

There are 40 vacancies as of October 8, 2022. We are continuing to recruit (as our employee who normally does this is on a leave) and have good prospects coming forward. The recent increases to the minimums will help to attract candidates.

October through December will be the Library’s most difficult time of the year as staff use their remaining benefit time. Director Tolchin will do everything she can to keep branches open.
Gift Baskets for Member and Branch Libraries:
The Library presents gift baskets consisting of cookies, as well as a holiday card to our member libraries and to the branches. The Commission thought that was a great idea and that the Library should continue to do this.

Code of Conduct:
There is a Code of Conduct policy in place, while Director Tolchin continues to revise the existing policy.

Centennial Celebration:
The Centennial Celebration was wonderful and Director Tolchin thanked everyone for attending. Attendees included members of the State assembly. Proclamations, as suggested by Vice Chairperson McMorrow, were well received and Director Tolchin extended her gratitude to all involved.

Art Committee Meeting:
Director Tolchin said that the Art Committee should meet regarding the McIlvain sculptures to see if the Commission is interested in any of them. She could resend the files with the artwork if anyone would like that.
(The Art Committee was made up of Brian Boms, Lillian Burry and Marcy McMullen.)

Mary Ann Musich departed at 11:42 for a previously scheduled meeting.

Director Tolchin thanked Laura Migliore and all of Programming for the wonderful job that they did.

Assistant Director’s Update

Student Card Requests:
Assistant Director Amici received a letter from the School Media Specialist form the Holmdel Middle School/High School asking for full access library cards for all of their students. Presently the Library has an agreement to provide Database only cards to eligible students within the Freehold Regional School District.

Due to the parental permission issue this would involve, counsel has advised against providing full access library cards to students. Eligible students interested in obtaining a Monmouth County Library card should do so on their own.

Branch Projectors and Speaker Systems:
Assistant Director Amici mentioned that they are investigating new projectors and speakers for Howell, Marlboro & Wall Township. The library cost could be between 5 and 8 thousand per
library. More information will be provided and this will be discussed at the next Commission Meeting.

**Commissioner Comments**

Vice-Chairperson Barbara McMorrow mentioned putting together a 100th anniversary photo album. Commissioner McMullen added that it should include events from around the branch-wide system. It was suggested that this could possibly be something that Programming could work on while Headquarters’ renovation is underway.

Vice-Chairperson McMorrow suggested that the Library Commissioners reach out to towns that aren’t members and share information about the wealth of resources that the Monmouth County Library System provides.

Commissioner Wells inquired about per capita state aide that the Library receives. Director Tolchin stated that the per capita state aide we receive is very limited and that our tax rate is about half of what neighboring Counties tax at.

Chairperson Boms stated that while attending the Brielle 100th Anniversary Celebration he had the opportunity to speak with Jimmy Moran, who was involved with last year’s issue with Brielle and the Friends of the Library. Jimmy stated that Brielle is ecstatic with what Monmouth County Library has been doing for the Brielle Public Library and wanted to extend their gratitude. Maribeth Pelly, Brielle Public Library’s Director, echoed that sentiment.

Chairperson Boms also inquired if there was a list of the Library vacancies so that the Commission can spread the word about openings when they receive inquires. Director Tolchin noted that all interested candidates should apply directly to openings on the County website or using MCL’s link. In addition, Director Tolchin informed the Committee that she asked the County Recruiter to post vacancies on the Local Patch, as she has recently noticed other Library systems do.

**Public Comments**

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

**Next Meeting**

The next meeting will be held on Tuesday, November 15, 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, November 15, 2022 was made by Frank Wells and seconded by Marcy McMullen. Unanimously approved.

A Motion to adjourn the Open Public Meeting and enter Closed Executive Session was made by Frank Wells and seconded by Marcy McMullen. Unanimously approved.

The Library Commission will hold a Closed Executive Session to discuss matters pertaining to legal issues and strategies to protect public security as permitted under the Open Public Meetings Act. Action will not be taken after the adjournment of Closed Executive Session.

The meeting concluded at 12:14 PM.

Submitted by Lori Lombardo