

Monmouth County Library Commission Minutes  
November 10, 2020  
Headquarters Library

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

**Absent:** Freeholder Lillian Burry

**Guests:** Muriel Smith, Publicity Consultant and Fay Szakal, Special Counsel

**The meeting convened at 11:03 am.**

Everyone stood for the Pledge of Allegiance.

Chairperson Frank Wells opened the meeting of Tuesday, November 10, 2020 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 Frank Wells gave a few minutes for review of the meeting minutes from October 13, 2020. Opportunity was given for additions, corrections, and suggestions.

**A Motion to approve the Open Public Meeting minutes of October 13, 2020 was made by Barbara McMorrow and seconded by Brian Boms. Unanimously approved.**

**Chairperson Remarks**

Chairperson Wells wishes everyone good health.

**New Jersey Public Library Construction Bond Act**

Director Tolchin stated the library has been listed as a recipient on the proposed list of the New Jersey Public library Construction Bond Act that will be sent to the State Legislature. The library’s application was in the amount of \$1,950,000.00 with a match of \$1,950,000.00 for a project total of \$3,900,000.00. Director Tolchin extended a thank you to Assistant Director Heidi Amici, Grant Writer Donna Mansfield, County Engineers Mike Aravich and Kristen Wishart, and all those who worked on putting the grant together; it was truly a team effort.

**Eastern Branch Sculpture Installation**

Director Tolchin stated the site amenities have been progressing well, with a few final checklist items remaining. Prior to the Commission meeting, Freeholder Burry and Director Tolchin discussed that the spring will be a good time to hold the sculpture dedication.

## **Financial Report**

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

Director Tolchin submitted the October 2020 Financial Report to the Commission, including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets wherein the 2020 Detail Budget Account charged year to date is \$7,480,905.93 posted to the actual budget of \$17,485,000.00. The current remaining balance is \$10,004,094.07 and this total includes encumbered amounts. The 2019 Reserve Budget reflects \$612,007.91 remaining unencumbered. Any remaining unused amounts will transfer to the fund balance on January 1, 2021. The remaining Capital Account for the renovation is \$60,486.02 unencumbered from the first capital appropriation of \$977,000 and \$1,485,770.84 unencumbered from the second capital appropriation of \$1,497,000.00 for a total of \$1,546,256.86 remaining unencumbered as of October 31, 2020. These funds are reserved for the completion of the adult library and the lobby, including lobby furniture. These funds will be used as matching funds as a recipient of the Construction Bond Act grant.

The Estate of Charles Raffetto Grant detailed account status reflects \$3,428.80 remaining in unencumbered funds. These funds were used for the sculpture and site amenities. The plaque has been completed and will be charged to the Operating Budget.

The Capital Account for the Eastern Branch ADA (Americans with Disabilities Act) ramp was included in the summary for informative purposes only, as the project is not managed by the library. The reports are submitted into the meeting record for Commission approval.

**A Motion to approve the October 2020 Financial Report including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets was made by Brian Boms and seconded by Barbara McMorro. Unanimously approved.**

**A Motion to approve the vouchers for the Second and Third Quarter Fringe Benefits to the County of Monmouth, SHI International for approved equipment, and OCLC was made by Barbara McMorro and seconded by Brian Boms. Unanimously approved.**

### **CARES Act Projects**

Director Tolchin stated the outdoor WiFi project for the Headquarters and Eastern Branch locations was submitted to County Purchasing. The self-checkout machines for all larger branches are in process and power and data concerns are being addressed prior to the projects submission to County Purchasing. The library will not move forward with the self-serve lockers, but instead replace this project idea with machines that will dispense popular items at the Headquarters and Eastern Branch locations. Additionally, the drive-up window project is not feasible at this time. It is uncertain if there is ample enough time to address technology concerns prior to the project submission deadline, but the library will work to bring as many projects forward as possible.

### **Member Library Recognition**

Annually, the library sends cookie platters to member library locations to show appreciation and wish them well. Due to Covid-19, the library is looking into individually wrapped alternatives to send in place of a communal cookie platter. The Commission is in agreement and a suggestion was made to look into the options available through Delicious Orchards.

### **Director's Report**

Director Tolchin stated the Personal Budget and Revenue Budget have been sent to the County. The Revenue Budget is proposed at 0% for 2021. Director Tolchin will work with County Finance Director Craig Marshall as to his recommendation regarding the tax levy. Once the budget is finalized, it will be brought to the Commission for approval.

The library currently has twenty-nine vacancies. The library will continue its recruitment efforts.

The County has issued a new Covid-19 policy. The policy contains additional precautions and procedures based on the New Jersey Governor's proposal. Employees are required to take their temperature before arriving to work and report if they have any fever or symptoms. If an employee has symptoms, their supervisor will notify the county and the Health Department will coordinate with the employee for further advisement. If there have been any exposures at the workplace, the library is required to appropriately notify staff.

Branch libraries have had challenges with patrons not wearing masks while in the library. The library will continue to support staff and does provide additional disposable masks at locations for use in this instance. Compliance with the mask requirement is necessary for libraries to remain open.

The Art Committee will convene to evaluate the tapestry donation from the Shrewsbury Historical Society. Director Tolchin will keep the Commission apprised of the committee's decision.

At this time, two vacancies remain on the Commission. The Monmouth County Board of Chosen Freeholders can choose to appointment two Commissioners or reorganize the Commission as a five member board. Special Counsel Fay Szakal stated County Counsel Mike Fitzgerald will be speaking with the Freeholders regarding the appointment of new Commissioners. There is a statutory framework on who may serve as a Commissioner.

The list of capital projects will be forwarded to the County.

The Eastern Branch Caivano sculpture was restored and is waiting for the library to reapply the plaque.

The library continues to offer a hybrid service model with door-side pickup service during morning hours and locations open for afternoon and evening hours. Branches are open from 9am to 5pm on Saturdays.

### **Assistant Director's Update**

Assistant Director Heidi Amici stated the deployment of new computers has begun. The Colts Neck Branch has been completed and the Marlboro Branch will be completed soon. Once all branch locations are completed, computers will be deployed to all member locations. It is anticipated that it will take six months to one year to complete this project.

The new 2019 van has been received and is in use. Assistant Director Amici will continue to work on the 2020 van. The library intends to add the third van purchase in 2021.

Assistant Director Amici is proud to announce that Director Tolchin has been nominated for the I Love My Librarian Award from The American Library Association. This award is given to ten honorees annually. Thank you to Chairperson Wells, Librarian Donna Mansfield, and Publicity Consultant Muriel Smith.

### **Publicity Consultant Report**

Publicity Consultant Muriel Smith stated she will be waiting to receive the decision from the Art Committee regarding the tapestries.

Muriel Smith asked for confirmation of the sculpture dedication. At this time, a date has not been set but the event is anticipated in Spring 2021.

### **Closed Executive Session**

A Closed Executive Session was not held during the course of the meeting.

### **Commissioner Comments**

No additional comments were made during the course of the meeting.

### **Public Comments**

**A Motion to open the meeting to public comment was made by Barbara McMorrow and seconded by Brain Boms. 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 Brain Boms and seconded by Nancy Grbelja. Unanimously approved.**

### **Next Meeting**

The next meeting will be held on Tuesday, December 8, 2020 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, December 8, 2020 was made by Nancy Grbelja and seconded by Barbara McMorrow. Unanimously approved.**

### **Adjournment**

**A Motion to adjourn the meeting was made by Nancy Grbelja and seconded by Barbara McMorrow. Unanimously approved.**

The meeting concluded at 11:43 am. Submitted by Kimberly Conover