

Monmouth County Library Commission Minutes
November 9, 2021
Headquarters Library & Virtual

Present: Chairperson Nancy Grbelja and Library Commissioners Barbara McMorrow, Brian Boms, Marcy McMullen, and Frank Wells; also present Director Judith Tolchin and Assistant Director Heidi Amici

Absent: Commissioner Mary Ann Musich and County Commissioner Lillian Burry

Guests: Muriel Smith, Publicity Consultant

The meeting convened at 11:06 am.

Everyone stood for the Pledge of Allegiance.

Chairperson Nancy Grbelja opened the meeting of Tuesday, November 9, 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 October 12, 2021. Opportunity was given for additions, corrections, and suggestions.

A Motion to approve the Open Public Meeting minutes of October 12, 2021 was made by Barbara McMorrow and seconded by Brian Boms. Unanimously approved.

A Motion to approve the Closed Executive Session minutes of October 12, 2021 was made by Marcy McMullen and seconded by Barbara McMorrow. Unanimously approved.

Commission Remarks

Chairperson Nancy Grbelja stated she did not have any additional remarks at the time of the meeting.

Library Liaison Report

County Commissioner Lillian Burry was not present at the time of the meeting.

Financial Report

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

Director Tolchin submitted the October 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 \$6,584,004.25 posted to the Approved Budget of \$17,885,000.00; this total includes encumbered amounts. Note that fringe benefits and indirect expenses for 2021 from Monmouth County have not yet been charged. The 2020 Reserve Budget reflects \$2,935,193.98 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 October 31, 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 October 31, 2021.

Commissioner Frank Wells entered the meeting at 11:12am.

A Motion to approve the October 2021 Financial Report including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets was made by Marcy McMullen and seconded by Barbara McMorro. Unanimously approved.

Headquarters Renovation Report

Director Tolchin stated a meeting was held with Settembrino Architects and Monmouth County Engineering to discuss the increased project cost of \$711,000.00. Due to the increased cost, the project will have add-on options and these options will be prioritized. The order of prioritization is: 1. Lower gallery restrooms, 2. Glass walls of DVD room, 3. Room 8 technology enhancements, and 4. LED lighting in area that was renovated in the year 2000. The glass wall in the Teen Room and Room 8 flooring and painting will remain as part of the project scope. Once work begins, the project is estimated to take eight months to complete.

Publicity Consultant Muriel Smith entered the meeting at 11:16am.

Covid-19 Library Operations Update

Director Tolchin stated Children's story-time programming is being offered indoors, with all indoor programming at a reduced capacity and socially distanced. Masks are recommended when in the library.

The Library has also begun permitting meeting room use for small groups, government entities, and one-hour individual use as select locations.

Branch and Member Report

Director Tolchin reported a follow up meeting will be needed with Holmdel Township regarding technology purchases from the Holmdel Foundation and a request for continuing communication at the last meeting. The business hours of the Holmdel Branch were expanded, effective October 1, 2021 to: Monday 9-9, Tuesday 9-5, Wednesday 9-9, Thursday 9-9, Friday 1-5, Saturday 9-5, and closed on Sunday.

A patron complaint was received regarding the one day per week of service hours at the Oceanport Branch. The Township currently provides cleaning services one day per week. Library Administration will contact the Oceanport Borough Administrator to discuss the possibility of additional cleaning.

Director's Report

Director Tolchin stated The Monmouth County Counsel's Office has completed and signed the refunding and bonding release paperwork for the Trudy Cherico bequest. A grant fund will be established for the bequest and the funds can be used for Library programming.

The Annual Report is complete and ready for distribution. A thank you was extended to Programming Coordinator Laura Migliore, Joan Moss and the Public Relations Team, Art Department staff member Christine Devine-Burgi, Children's Coordinator Pat Findra, Publicity Consultant Muriel Smith, Senior Management Assistant Kate Hardy, and all those that proofread. An additional thank you to Vice-Chairperson Barbara McMorrow for reviewing the preview copy.

A thank you to Commissioner Marcy McMullen for attending the Trustee Training assisting us with meeting the NJ Per Capita State Aid training requirement.

The Westlaw subscription renewal is upcoming. The renewal would be for three years at an approximate cost of \$50,000.00 per year for print and electronic access.

The Library has been ambitious in recruitment efforts and has reduced the number of staffing vacancies to 47.

The cost of books is increasing and will need to be considered going forward when purchasing. Assistant Director Amici will look to provide additional comparison information at the next scheduled meeting.

Assistant Director's Update

Assistant Director Heidi Amici stated the Library is purchasing a one-year subscription to Fresh Desk, starting January 2022. This is help desk software where branch and member libraries can submit technology service needs. Having this software will also allow the Library to data and metrics relating to technology service calls. The cost of this service is approximately \$1,700.00 for one year. The Library will evaluate at the end of 2022 if the software assisted staff and aided productivity.

Ford has finished their production schedule of the 2021 model van and unfortunately it did not include the Library van. This has forced the order held between Ford Corporation and our vendor United Ford Dealership to be rolled over into the next model year of 2022. Ford Corporation has yet to announce their 2022 production schedule. Due to the on-going logistics and microchip shortages, it is unknown if the Ford Corporation will be able to produce the Library's van in 2022. An option offered by Monmouth County is to try to go out to bid for an existing cargo van in the beginning of 2022. Assistant Director Amici will remain in contact with Monmouth County Fleet Services regarding this.

Publicity Report

Publicity Consultant Muriel Smith stated she has been successful in having press releases published by historical societies, museums, and nursing homes. Press releases are also published on her blog.

Upcoming programs include: Ghosts of Central Park, Prohibition: Rum Running at the Jersey Shore, book discussions, a history talk on impression, a Broadway program, Consumer Affairs: Preventing Scams, and cooking with Chef Rob.

Virtual program attendance has been steadily growing. Director Tolchin complimented the Programming Department on all their hard work.

Commissioner Comments

There were no additional comments at the time of the meeting.

Public Comments

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

Next Meeting

The next scheduled meeting will be held at 11:00 am on December 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, December 14, 2021 was made by Frank Wells and seconded by Brian Boms. Unanimously approved.

Adjournment & Closed Executive Session

A Motion to adjourn the public meeting and enter into 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 Marcy McMullen and seconded by Barbara McMorro. Unanimously approved.

No action will be taken after the completion of the executive session.

The public meeting concluded at 11:42 am.

Submitted by Kimberly Conover