Monmouth County Library Commission Minutes  
November 18, 2022  
In Person & Virtual Meeting

**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:** Vice-Chairperson Barbara McMorrow and County Commissioner Lillian Burry

**Guests:** County Counsel Megan Bennett

The meeting convened at 1:04 pm.

Everyone stood for the Pledge of Allegiance.

Chairperson Brian Boms opened the meeting of Friday, November 18, 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 October 11, 2022. Opportunity was given for additions, corrections, and suggestions.

A **Motion to approve the Open Public Meeting minutes of October 11, 2022** was made by Marcy McMullen and seconded by Mary Ann Musich. Unanimously approved.

A **Motion to approve the Closed Executive Session minutes of October 11, 2022** was made by Marcy McMullen and seconded by Frank Wells. Mary Ann Musich and Barbara Lovell abstain. Motion tabled until next scheduled meeting.

**Commission Remarks**
Chairperson Brian Boms stated it is with great sadness to report the passing of Jane Reynolds, Monmouth County Library Staff Member and previous Branch Manager of Atlantic Highlands. She will be remembered by all in the Atlantic Highlands community and the Library. Our thoughts are with Jane’s family during this difficult time.

Chairperson Boms spoke with Deputy County Administrator Christopher Marion for an update regarding the bids for the Headquarters renovation project. An update on the final decision should be received shortly.

**Library Liaison Report**
County Commissioner Lillian Burry was not present at the time of the meeting to provide a report.
**Headquarters Renovation Update**

Monmouth County Administration and Monmouth County Counsel are still in the process of reviewing bid submissions. An update regarding the next steps in the process should be received next week.

Director Tolchin stated in person programming at Headquarters has been suspended effective October 28, 2022 in preparation for the renovation. Virtual programming will continue. The AARP tax assistance for 2023 will be held at the Marlboro branch in place of Headquarters. Tax assistance will also be offered at the Eastern Branch and Wall Township branch.

**Financial Report**

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

Director Tolchin submitted the October 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 $7,015,478.00 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 Capital Account for renovation matching funds is $1,578,252.16 remaining unencumbered as of October 31, 2022. These funds are reserved for the completion of the adult library and the lobby.

**A Motion to approve the October 2022 Financial Report including the Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets was made by Frank Wells and seconded by Marcy McMullen. Unanimously approved.**

Reimbursable Grant Cost Rate 2022 – County of Monmouth

The County of Monmouth calculated the total amount of indirect charges that were prepared by a consultant hired by the County Commissioners under the supervision of County Finance and the Library will reimburse the County in the amount of $3,766,067.00. The voucher was submitted for review and submission to the Board of Monmouth County Commissioners.

**A Motion to approve the Indirect Charges in the amount of $3,766,067.00 charged to the 2022 budget and authorize the Director to sign the voucher was made by Frank Wells and seconded by Mary Ann Musich. Unanimously approved.**

A voucher in the amount of $2,177,723.69 for Fringe Benefits (Quarters 1, 2 and 3) was submitted for review and approval. Fourth Quarter Fringe Benefits will be charged in 2023 after the close of 2022 payroll.

**A Motion to approve the Fringe Benefits charges in the amount $2,177,723.69 for Quarters 1, 2, and 3 to be charged to the 2022 budget and authorize the Director to sign the voucher was made by Marcy McMullen and seconded by Barbara Lovell. Unanimously approved.**
A voucher in the amount of $10,578.60 for nesting tables was submitted for review. These tables are for branches to assist them in setting up programming and limiting physical setup. The tables for various branches including Holmdel, Ocean Township, Hazlet, Wall Township, and Howell.

A Motion to approve the voucher from Tanner North Jersey Furniture LLC in the amount of $10,578.60 and authorize the Director to sign was made by Mary Ann Musich and seconded by Marcy McMullen. Unanimously approved.

New Jersey Per Capita State Library Aid
The New Jersey Per Capita State Library aid check was received in the amount of $87,066.00 and was deposited into the Library’s anticipated revenue account.

SIRSI Contract
The five-year SIRSI contract has been submitted to Monmouth County Purchasing for contract review and approval. The total five-year cost for January 1, 2023 through December 31, 2027 is $790,139.12; paid annually in the amounts of $154,128.60 in year one, $154,379.97 in year two, $157,412.10 in year three, $160,525.95 in year four, and $163,692.50 in year five. It is a significant savings over one year pricing. An app for member libraries and text message notifications have been added within the contract.

A Motion to approve the five-year contract to purchase catalog services from SIRSI starting January 1, 2023 through December 31, 2027 in the amount of $790,139.12 was made by Mary Ann Musich and seconded by Marcy McMullen. Unanimously approved.

2023 Operating Budget
A draft budget for 2023 was submitted for review by the Monmouth County Library Commission. The budget was requested to remain level at $17,885,000.00; with modification only required if fringe benefits and indirect costs exceed estimated amounts. Other modifications were made within the budget, including: increases to salary and wages budget, decreases to consultant budget, increases to computer services budget, an additional vehicle is no longer needed, fringe benefits are expected to increase, a new art department printer has been budgeted for, additional lobby furnishings have been allocated for, and more has been allocated to e-materials and databases within the book budget.

A Motion to approve the draft budget for 2023 in the amount of $17,885,000.00 with modification only required if County Indirect Charges or County Fringe Benefit Charges to the Library exceed estimated amounts provided within the draft was made by Marcy McMullen and seconded by Barbara Lovell. Unanimously approved.

Projection Equipment
The Howell branch, Marlboro branch, and Wall branch need projection equipment for library programming. Quotes have been obtained for each location in the amounts of: $11,095.34 for Howell, $12,175.34 for Marlboro, and $11,095.34 for Wall. The Library will need to work with Monmouth County Purchasing for the acquisition process.
A Motion to approve purchase of projection equipment for Howell, Marlboro and Wall individually to match their specifications with a not to exceed amount of $44,000.00 for all three branches was made by Mary Ann Musich and seconded by Marcy McMullen. Unanimously approved.

**Code of Conduct Policy**
A revised Code of Conduct Policy was provided for Monmouth County Library Commission review and approval. The updated policy is more specific and covers some additional concerns expressed by library staff. County Counsel reviewed the revised policy and found its terms acceptable for adoption.

A Motion to approve a revised Code of Conduct Policy effective November 18, 2022 was made by Frank Wells and seconded by Marcy McMullen. Unanimously approved.

**Monmouth County Library Centennial Recognition Letter**
A letter from New Jersey State Governor Phil Murphy was received a recognition of the Monmouth County Library Centennial. The letter will be posted in the Headquarters library after the completion of the renovation.

**Director’s Report**
Director Tolchin stated the Library has forty-one vacancies as of November 2, 2022. In November and December, anticipated new staffing hires include three full-time Librarians, one part-time Librarian, and one part-time Library Assistant which will reduce vacancies to thirty-six. Additionally, three Temporary Library Assistants and one Clerk Diver have been recruited.

**Assistant Director’s Report**
Assistant Director Heidi Amici attended a meeting with the President of the Tinton Fall Library Board. The Tinton Falls Library has received grant funds from the New Jersey State Library Construction Bond Act Grant and improvement funds have been allocated. They are looking to begin the bid process and prepare for reopening. New books will need to be purchased and processed for the library as well as removing old or damaged items from the catalog and updating patron records.

**Commissioner Comments**
There were no additional Commission comments at the time of the meeting.

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

Let it be known for the recorded that no comments were made.

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

**Next Meeting**
The next meeting will be held on Tuesday, December 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, December 13, 2022 was made by Marcy McMullen and seconded by Barbara Lovell. Unanimously approved.

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

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

The meeting concluded at 1:46 pm.

Submitted by Kimberly Conover