Monmouth County Library Commission Minutes  
December 13, 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 and Deputy County Administrator Christopher Marion

The meeting convened at 11:01 am.

Everyone stood for the Pledge of Allegiance.

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

A Motion to approve the Open Public Meeting minutes of November 18, 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 did not have additional remarks at this time.

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

**Headquarters Renovation Update**
Deputy County Administrator Christopher Marion stated, at the end of November, County Administration met with County Engineering to review the bids received. During the month of September those that submitted bids presented additional questions to the County. In October, responses were provided to all submitted questions. In November, the decision was made to reject all submitted bids. The County would like to review the project scope to add components
to the bid specifications, including electrical infrastructure, electrical generator, and reduce the duration of the project. A proposal from Settembrino Architects has been received to allow for revisions to the project specifications for release in February. A meeting will be scheduled between Library Administration, Chairperson Brain Boms, and County Administration to further discuss the project. A meeting will also need to be held with the New Jersey State Library and documentation of project changes along with a project extension request will need to be submitted to the New Jersey State Library as a recipient of grant funds to ensure compliance.

Financial Report
November Financials - Detail Budget, Check Writing, Reserve Budget, Capital Budgets, and Grant Budgets
Director Tolchin submitted the November 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 $13,570,531.84 posted to the Adopted Budget of $17,885,000.00; this total includes encumbered amounts. The 2021 Reserve Budget reflects $3,195,461.85 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 November 30, 2022. These funds are reserved for the completion of the adult library and the lobby.

A Motion to approve the November 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 Frank Wells. Unanimously approved.

2023 Commission Meeting Schedule
A draft of the 2023 Library Commission Meeting Schedule was submitted for review. Meetings are scheduled for the second Tuesday or each month, except for June which will be held on the third Tuesday. Meetings are not scheduled in July and August.

A Motion to approve the 2023 Library Commission Meeting Schedule was made by Marcy McMullen and seconded by Barbara Lovell. Unanimously approved.

Projection Equipment
The projection equipment for the Howell, Marlboro, and Wall branches has been submitted for the purchasing process. It is still to be determined if the purchase will be included in the 2022 or 2023 budget.

Monitor Compensation/2023 Minimum Wage
It was proposed to increase the minimum compensation to $14.13 per hour for monitor and unclassified positions.

A Motion to approve minimum wage to $14.13 per hour for monitor and unclassified positions was made by Marcy McMullen and seconded by Mary Ann Musich. Unanimously approved.
**Director’s Report**
Director Tolchin stated staffing remains a challenge, but progress is being made. The Library currently has 38 staffing vacancies. We continue our recruiting efforts and additionally there are active internal postings.

Effective, January 1, 2023 there will be two vacancies within the Monmouth County Library Commission. The Monmouth County Board of County Commissioners is responsible for appointing members to the Library Commission. With five of the seven Library Commission appointments active, maintaining a quorum has the potential to present difficulties.

Commissioner Frank Wells submitted a letter to the Library thanking County Commissioner Lillian Burry for all her support. Commissioner Wells stated it has been an honor to serve with all the present and former Library Commissioners. Monmouth County residents should know that the Library is the finest in the State due to the diligence, integrity, and knowledge of Director Tolchin, Assistant Director Amici, and all of the staff. Commissioner Wells encourages citizens to become involved in their communities and governments. Commissioner Wells, thank you for your dedicated service, guidance, and support.

**Assistant Director’s Report**
Assistant Director Heidi Amici stated the third van purchase is complete and the Library has received the van. Additionally, the cookie boxes we delivered to all branch and member libraries.

**Commissioner Comments**
Commissioner Wells commended the Library Commission. Chairperson Boms and the whole Library Commission extended a heartfelt thank you to Commissioner Wells for all his years of service and dedication to the Library and hopes the Commission can continue to follow in his footsteps.

**Public Comments**
A Motion to open the meeting to public comment was made by Marcy McMullen and seconded by Barbara Lovell. 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 Mary Ann Musich. Unanimously approved.

**Next Meeting**
The next meeting will be held on Tuesday, January 10, 2023 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, January 10, 2023 was made by Marcy McMullen and seconded by Mary Ann Musich. 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 11:22 pm.

Submitted by Kimberly Conover