

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

14 October, 2021

Call to Order

Ed Carew called the meeting to order at 7:00 pm. The meeting was held in person, with a virtual Zoom conference call available due to COVID-19 considerations.

Announcement of Compliance with the Open Public Meetings Law

Ed Carew provided a reading of the Sunshine Law, as follows: **LET THE MINUTES SHOW THAT ADEQUATE NOTICE OF THIS MEETING AS REQUIRED BY P.L. 1975, CHAPTER 231, HAS BEEN PROVIDED BY THE ANNUAL NOTICE WHICH HAS BEEN POSTED ON THE BULLETIN BOARD, FILED WITH THE INDEPENDENT and THE STAR LEDGER.**

Roll Call

Attendees included Edward Carew, Leslie Kotzas, Rosemary Besrutschko, Sue Kleinberg, Chris Leising, Erica Hubler, Lisa Savoia, and Matt Goode. Natalie Smith was absent.

Approve 09 September 2021 Board Meeting Minutes

The motion to approve the Minutes (Sue Kleinberg/Chris Leising) was accepted by the Board, with the proviso that the Minutes be corrected to reflect that the Scarecrow Contest entries are due for submission on 16 October, 2021. Rose Besrutschko abstained and Natalie Smith was absent for this vote. All other members present voted yes.

Director's Report

Leslie Kotzas reviewed the Director's Report. Salient points of this report are as follows:

BUILDING/EQUIPMENT

- A-Apache took the tunnels off the roof and patched the gutters.
- B&K Carpet Cleaning is coming on October 16th to clean the Children's room carpets because of the flooding that occurred on 9/1/2021 from Hurricane Ida.
- The shelves from Library Interiors arrived and are in the entry way.
- Direct Install was contacted and they confirmed that our contract with them was never signed and initiated. However, there is a new program in place through the utilities companies and the process is underway to see about starting it anew. Leslie will follow up on this program with JCP&L and Borough administrators.

CIRCULATION/COLLECTION

- The New York Public Libraries have stopped all fines in their libraries. It is something to continue to think about.
- There has been a huge uptick in Kanopy check outs this first 2 weeks of October. There needs to be money added to the account. There is \$211 left in the account. Adding \$200 will keep the account open for the rest of year.
The Board approved the motion to authorize payment of \$200 to Kanopy to ensure Kanopy availability for library patrons for the remainder of the year (Sue Kleinberg/Lisa Savoia). All members present voted yes; Natalie Smith was absent.

FINANCE/FUNDRAISING

- The 2022 amounts for \$1.25 PER CAPITA (ONE-THIRD MILL*) were released. Keyport's amount is \$295,465. The 2021 amount was \$270,248.

PERSONNEL

- There are new staff name tags, magnetic ones that the staff are wearing.
- Leslie made the recommendation to officially hire Samantha Rice.
The Board approved the motion to authorize hiring of Samantha Rice as a certified librarian for 10 hours per week at \$20/hour (Ed Carew/Sue Kleinberg). All members present voted yes; Natalie Smith was absent.
- Leslie made the recommendation to pay for Samantha's training days up to this point. Her total compensation for \$20 an hour at 32 hours is \$640.
The Board approved the motion to authorize paying Samatha Rice for 32 hours spent in training at \$20/hour (Chris Leising/Lisa Savoia). All members present voted yes; Natalie Smith was absent.
- Library hours will change next week on Monday Oct. 18. The resolution for this change was already approved in the August Board Meeting. The schedule going forward will be
 - Monday 10-6
 - Tuesday 10-8
 - Wednesday 10-8
 - Thursday 10-6
 - Friday 10-6
 - Saturday 10-2

PROGRAMS

- National Library Card Sign Up Month was a hit and drew a lot of attention. There were 32 new library card sign ups and we circulated 69 more books than last month.

- For Hispanic Heritage Month there was a children's display of books, Instagram quizzes, and a trivia game on Kahoot.

MISCELLANEOUS

- Leslie Kotzas has passed the New Jersey Civil Service Commission examination and can be hired as the Director instead of the provisional director.
- For Libraries Transforming Communities Grant was completed.
- All of the Board Minutes have been posted on our website.
- We have been approved for the Access Navigators Grant.
- There was a Cultural Planning meeting with the Mayor, Borough Administrator, Chief of Police, and the Senior Center. The focus was on coordinating more cultural events/programs for the people of Keyport.
- School children are being signed up for library cards automatically in coordination with the schools.

Treasurer's Report

Rose Besrutschko presented the 2021 Treasurer Report. No discussion was required.

Review of Bills & Action to Pay Bills

The motion to pay October bills (Ed Carew/Lisa Savoia) was accepted by the Board. All members present voted yes. Natalie Smith was absent.

Public Portion

No members of the public were present.

Committee Reports

1. Buildings and Grounds: the Building and Grounds Committee agreed to meet prior to the November Board Meeting to perform an updated Library walk-through with the purpose of assisting Leslie in the preparation of a Shared Services Agreement with the Borough to determine lines of responsibilities for maintenance, repair, and sustainment of library assets.
2. Personnel and Policy: the Board reviewed the Use of Library Facilities and Grounds Policy developed by the Personnel and Policy Committee. The Board approved the motion to accept the Proposed Library Facility and Grounds Policy, with the proviso that two minor wording changes be made to its content (Erica Hubler/Sue Kleinberg). All members present voted yes; Natalie Smith was absent.

A motion was made at 8:20 p.m. to enter into Executive Session to discuss personnel matters with no action to be taken; action to be taken in Open Session (Chris Leising/Ed Carew). All Board members present voted yes.

Leslie Kotzas provided written comments received from her attorney on the employment contract provided to her by the Board for her review.

A motion was made to return to Open Session (Sue Kleinberg/Erica Hubler) at 8:25 p.m. All Board members present voted yes.

The Personnel and Policy Committee agreed to meet prior to the November Board meeting to review attorney comments on the employment contract and develop a course of action, including proposed contract revisions, as necessary.

3. Finance: the Finance Committee agreed to meet with Leslie prior to the November Board meeting to develop a proposed 2022 Library budget.

Old Business

There was no old business to review.

New Business

Erica represented the Board at the September NJLTA Trustee Meeting, and provided a recap of meeting discussions on the topic of returning funding to municipalities in the situation that it is required.

Announcements

Ed announced that 33 entries had been received for the Scarecrow Contest.

The next monthly meeting was confirmed: 11 November, 2021, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Lisa Savoia/Erica Hubler), and the Board unanimously agreed. Meeting was adjourned at 8:35 pm.