



Keyport Free Public Library Board of Trustees Library Board Meeting Minutes October 09, 2025

Call to Order

Michele Brusca called the meeting to order at 7:02 pm. The meeting was held in person.

Roll Call

Attendees: Jeanne Marie Ryan, Erica Hubler, Mayor Araneo, Chris Leising, Sandra Marion, and Alexandra Walczak. Andrea Block and Trish Burns were absent.

Announcement of Compliance with the Open Public Meetings Law

Michele Brusca 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 ASBURY PARK PRESS AND THE STAR-LEDGER.**

Pledge of Allegiance to the Flag of the United States

The Board recited the Pledge of Allegiance to the Flag of the United States.

Agenda Review

The agenda was accepted by the Board as proposed.

Approval of September 18, 2025 Board Meeting Minutes

The motion to approve the September 18, 2025, Board Meeting Minutes (Erica Hubler/Alexandra Walczak) was accepted by the board. Michele Brusca abstained.

7. Director's Report

Jeanne Marie Ryan presented the Director's Report. The salient points of this report are as follows:

Personnel and Policy

The library had been approached by Jacqueline Sophia London, a local producer, director, and actress. She would like to film a scene for her upcoming family-friendly horror short in the library. The cast is mostly made up of local talent. If that doesn't work, she would like Jeanne Marie Ryan to do a cameo in a sidewalk scene to help advance the plot. Website updates are ongoing. On September 9, Jeanne Marie Ryan attended a training at Westfield Library-Talk Saves Lives. Jeanne Marie Ryan attended a strategic planning meeting for STELLANJ on September 16 in the STELLANJ office. On September 19, Jeanne Marie Ryan attended the quarterly STELLANJ Membership Meeting, which was held at the Long Branch Library. Christine George, Jayme Gold, Rose Keith, Mike Lorah, Sue Mulligan, Barbara Raftery, and Stacey Wilson are all working together to provide great service for library users. Mike also trained the staff on assorted databases that the library offers on its website. He has started graduate school in librarianship at the University of Pittsburgh.

Building and Equipment

Ed and Nancy Carew are planning to reestablish the herb gardens. The DPW is working on assorted improvements to the building.

Programs

September 1-30 Painted Bricks Book Cover Display/Contest (All ages) 3
September 5-Be Cool at School (Monster Ice Cream/Italian Delight) 87C/12T/33A
September 5, 12, 19, and 26 Take'n'Make Crafts (Youth) 60
September 15-18, 22-25, 29-30 Homework Hall (Youth) 7C
September 15, 22, 30 Teen Advisory Group (Youth) 14
September 16, 23, 30 Toddler Time (Youth) 18C/18A
September 17, 24 Books and Beyond 2A/4C
September 18, 25 Games Galore (Youth) 3C/6T
September 24-Keyport High School Special Education Class Library Visit 5T/5A

Use

There were 1,217 visitors to the library in September. There were 1,611 checkouts and renewals. There were one hundred and forty-one Hoopla circulations (103 audiobooks, 28 E-books, 9 comic circs, among others). Patrons used the STELLA app three hundred and ninety-seven times. One hundred eighty-seven people used the computers, and two hundred and eleven questions were asked (fifty-six via phone). Homeschool students use the library on Wednesday morning for Spanish class. There were 18 children and 6 adults.

Partnerships

The Garden Club puts an arrangement in the library every month. September's displays have a back-to-school theme. Jeanne Marie Ryam met with Dr. Savoia and members of her special education team on September 10th. Nine volunteers spent 48.5 hours in total volunteering at the library. The library is holding an art display/contest of bricks painted as book covers with the Art Society of Keyport. The Friends of the Library continued the Mystery Date With A Book sale (the summer version!), for both adults and youth. The Friends held their book and bling sale in conjunction with the borough-wide garage sale on September 13th. They also started sign-ups for the scarecrow contest.

Item Circulation By Collection

From 9/1/2025 To 10/1/2025

Keyport Free Public Library

SEPTEMBER CIRCULATION BY COLLECTION]

Audiobook	4	2	5	7
Book	388	294	199	493
Book-J	536	348	315	663

Book-JNew	39	36	19	55
Book-New	95	76	54	130
Book-YA New	13	13	6	19
DVD	88	80	52	132
DVD-J	18	16	12	28
DVD-New	17	20	13	33
DVD-Rent	1	1	2	3
Graphic Novel	4	2	3	5
Kit	1	0	1	1
Magazine	13	14	11	25
Magazine-J	3	3	3	6
Museum Pass	2	3	0	3
Music CD	3	3	0	3
Video Games	1	1	0	1
WonderBook	4	4	0	4
Total For Organization:	1228	916	695	1611

8. Financial Report

Chris Leising provided September financial data (expenses) in the Treasurer's Report at this meeting. Chris discussed that we are on track with the operating budget. The emergency fund hasn't changed. There was a deposit of \$134.50 and checks posted totaling \$3657.83, with \$13,062.39 still outstanding, giving us an ending balance of \$50,389.42.00. Jeanne Marie stated that the borough has a check for us that she will be picking up the week of the 13th. Chris Leising has not yet received payroll, which Jeanne will get to him on October 10th, 2025. Chris Leising requested that the finance committee meet by the end of the month, now that the audit has been completed.

Review of Bills & Action to Pay Bills

The motion to pay the bills (Mayor Rose Araneo/Lisa Savola) was approved by all members present.

Committee Reports

- Personnel and Policy – Did not meet
- Buildings and Grounds – Did not meet
- Finance – The Finance Committee will plan to meet by the end of October 2025.
- Friends of the Library – September book and bling made \$789.70 from that sale there was an additional \$58.00 made from donations. The scarecrow contest is on its way. So far, they have had 19 posts sold at \$25.00 each. They are doing a decorative story raven contest for younger kids. They can purchase them for \$7.00 at the library. They have to keep them with a 12x12 display or diorama. Friends of the library week starts on October 19th, and they will be supplying some busy bags as they have in the past for toddler time. On October 9th, they had a glitter-ature event where participants brought in books and decorated the covers. They shared upcoming events. Nine people attended, with three people from Keyport the others were from out of town. They sold a Friends of the Library membership, and two people took a raven. Most of the supplies were donated. Saturday, October 12th, they will be launching their Halloween mystery date with a book called "Trick or Read". They will be selling at the same prices as in the past. They will have candy, pens, and other treats included with the book.

Unfinished Business

- Webpage Update– The website is still getting worked on. The website designer added all of the library’s policies, bylaws, agendas, and minutes. The Freedom to Read Act, the ALA Code of Ethics, and the NJLA statement against censorship have also been added. The only thing due to be added is the OPMA Notices, which will require its own section on the website come March 2026, when posting to the newspapers is no longer required. This was confirmed by Michele Brusca with Michele Clark, Borough Clerk. The Sunshine Law will be updated, and Michele Clark will let us know the details of that when it happens.
- Civil Service Update– Erica Hubler said that in her last discussion with Nadine from Civil Service, she told her that she would be reaching out to Jeanne Marie. As per Jeanne Marie, that still has not happened as of yet. Erica will follow up with Nadine for an update.
- Boiler Inspection– still pending.

New Business

Trustee Check-Ins– None done this month; however, the Board has completed the total 7 hours required per Board for the 2025 year.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Erica Hubler) was approved by all present at 7:29 pm.

Jacqueline Sophia London, who resides at 397 Atlantic St., Keyport, NJ, came to ask permission to film a scene for her YouTube horror movie in the library that she was putting together. She stated she has a short deadline as she wanted it completed in time for the town's Bewitched event. She asked to utilize the library and cast Jeanne Marie for a small scene in the movie. After much discussion and deliberation from the entire board, it was settled that in order to film on the library grounds, a grounds use request and borough approval would need to be completed. At this time, the library board was not able to provide her with the approval that she was seeking. She was informed that all required paperwork would need to be submitted and approved through the borough before any official filming could be done on library grounds. A COI would also need to be submitted in addition to any permits as required by borough ordinances.

The motion to close the public portion of the meeting (Erica Hubler/Michele Brusca) was made at 7:59 pm and approved by all members present.

Announcements

- During her report, Jeanne Marie noted that another homeschool group planned to meet at the library starting on October 10th.
- Confirmation of next meeting – will be held on November 13th, 2025, at 7:00 pm. This meeting will be in-person, with a Zoom link provided for virtual attendance if requested by one or more Board members.
- Michele Brusca announced that she will be resigning from her position as a Board member, leaving the remainder of her term, which is one year, open. Due to other seats expiring, there will be 3 open seats at the end of 2025.

Adjournment

A motion was made to adjourn this meeting (Michele Brusca/Erica Hubler), and all members present unanimously agreed. The meeting was adjourned at 8:01 pm.