

Keyport Free Public Library Board of Trustees

Library Board Monthly Meeting Agenda

10 March, 2022

**PLEASE NOTE: DUE TO THE SURGE IN COVID CASES/INCREASED RISK,
THIS MEETING WILL BE HELD VIA ZOOM VIDEOCONFERENCING**

Agenda Items:

1. Call to Order – Chris Leising
2. Announcement of Compliance with the Open Public Meetings Law
 - **Sunshine Law: 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 – Erica Hubler

If necessary the Board will go into Executive Session to discuss personnel actions. The matters discussed will be made public if and when action confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting. Action will be taken upon return to Open Session.

- Approval of Minutes of 10 February 2022 Board Meeting – Roll Call Vote
- Director's Report – Leslie Kotzas
- Treasurer's Report – Rose Besrutschko
- Review of Bills & Action to Pay Bills – Roll Call Vote
- Public Portion – Open Time to Address the Board
- Committee Reports

- Personnel and Policy
 - Building and Grounds
 - Public Relations
- Old Business
 - The Director was going to research the need for a bid on our circulation desks and chair as well as a way to waterproof the new furniture.
 - Public Relations Committee- How do we form a new committee and does the president need to be part of all committees?
- New Business
 - New Quote from Library Interiors
 - Q and A with the Attorney
 - Personnel Manual Draft
 - Attorney Client Privilege (Closed Executive Session)
- Announcements
- Confirmation of Next Meeting: 14 April, 2022
- Adjournment