

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

March 14, 2024

Call to Order

Erica Hubler called the meeting to order at 7:01 pm. The meeting was held in person.

Roll Call

Attendees included Leslie Kotzas, Erica Hubler, Chris Leising, Rosemary Besrutschko, Lisa Savoia (arrived 7:04 pm), Tom Hendrickson, and Sandra Marion. Michele Brusca and Mayor Araneo were absent.

Announcement of Compliance with the Open Public Meetings Law

Erica Hubler 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.

Approve 8 February 2024 Board Meeting Minutes

The motion to approve the 8 February 2024 Board Meeting Minutes (Andrea Block/Rose Besrutschko) was accepted by the Board. Michele Brusca, Lisa Savoia and Mayor Araneo were absent for this vote; all other members voted yes.

Director's Report

Leslie Kotzas presented the Director's Report. The salient points of this report are as follows:

Building & Equipment

- The epoxy was installed, shelves moved in, and books put back on the shelves in the Children's room. The Director reconfigured the room to provide more open space for programs. The library staff and DPW worked very hard to make this happen and worked well together. The Director is very thankful for all the help.
- DPW painted drylock on the walls to help with the water coming in.
- At the last heavy rain on March 9 & 10, water only flooded into the boiler room and not the Children's Room.
- The couch that was selected for the Teen Space arrived. The Friend of the Library are going to reimburse the Library for the cost of it.
- There were 3 vendors contacted for quotes on replacement shelving.

- Creative Library Concepts
- Demco
- The Library Store
- Quotes will be provided as they are received for the next Trustee meeting.

Collaborations

- Friends of the Library
 - The Director has been posting events as she receives them on social media and sharing reels.
 - The Director has made sure correspondence to the Friends has reached them.
 - The Director kept the Friends aware of the progress of the Teen Space couch as it had been delayed a few times.
 - The Director posted the couch on social media, thanking the Friends.
- Historical Society
 - The Library is selling tickets for the Historical Society Tea.
- Garden Club
 - The Library will be participating in the Garden Walk and is coordinating an activity to be held at the Library, in the garden.
 - The library volunteers, Ed and Nancy Carew, are doing a Spring Clean Up with the Garden Club of the Library's gardens on Tuesday, March 19.

Finance

- The quarterly payment of \$25,000 came from the Borough.
- The January salaries were: \$14,187.82. This number is slightly greater than anticipated; the Director agreed to look into the cause of this increase.

Grants

- The Librarians and Director finished the BEBS (Building Equity Based Summers) training. They were awarded a \$500 stipend to put towards summer reading. The check has not arrived yet.
- The Library also won the \$10,000 ALA Transforming Libraries Grant to replace the Children's Room door, install an automatic opener.
 - Funds cannot be spent until April 1st.
 - The Library will hold a community conversation about mobility disability prior to start of work. The Director is coordinating with the Director of the Senior Center to advertise and hold the conversation. "Nothing for us, without us."
 - All funds must be spent by March 2025.

Personnel & Policy

- The Director worked with the Personnel and Policy Committee to rewrite the library's 2024 goals. The Personnel and Policy Committee stated that SMART goals would be used for this.

The motion to accept the 2024 Goals for the Director as presented (Andrea Block/Lisa Savoia) was approved by all members present. Michele Brusca and Mayor Araneo were absent for this vote.

- The Director would like to look into hiring a consultant to help with the Strategic Plan. Tom Hendrickson noted that he contacted Alliance Research and Training for an estimate on providing this type of consultation and they indicated that a typical cost ranges from \$6,000 to \$8,000
- The Director has initiated staff evaluations. They will be completed by April 1st.

State Library

- Every year the State Librarian sends a letter to Directors and Trustees about important reminders. Here they are below.
 1. **Library Trustees are an autonomous board:** The library board of trustees is an independent board, and as such, is not a part of the municipality. Library funding must be released by law to the library board by the municipality in no less than quarterly payments annually. Only library trustees determine how to spend library funds. The municipality has no say in how the library spends its funding, may not withhold funds from the library, and may not dictate whom the library may hire. See NJSA 40:54-12
 2. **Return of Library Excess Funding Law N.J.S.A. 40:54-15:** This law requires the transfer of municipal free public library unrestricted surplus amounts above 20% of the operating expenses in the most recent available audit to municipality for its general purposes, which may include property tax relief. The NJ State Librarian must approve all applications to return funds, and the municipality may not accept any returned library funding without an appropriate and approved application from NJSL.
 3. **You may NOT charge room rental fees at your library:** As an entity, which is created by statute, free public libraries, only have that authority which is granted to them by the legislature. The statute does not authorize libraries to rent out their community rooms or other portions of their facilities. However, the statute does allow libraries to receive and manage donations. Therefore, in allowing groups to use your community room, you are free to include on your forms a suggested donation for use of the facility. Registrants may not be denied a meeting room reservation due to unwillingness to make the suggested donation.
- The Director submitted the Library's State Aid Report.
- Highlighted programs for March:
 - Saturday Storytime – March 16 at 11am
 - All Ages Paint - March 29 from 10am-5:30pm.

Treasurer's Report

Rose Besrutschko provided the Treasurer's Report. No discussion was required.

Review of Bills & Action to Pay Bills

The motion to pay February 2024 bills (Chris Leising/Erica Hubler) was approved by all members present. Michele Brusca and Mayor Araneo were absent for this vote.

Committee Reports

- ☐ Personnel and Policy – The Personnel and Policy Committee met to review and provide feedback on the proposed 2024 Director's Goals
- ☐ Buildings and Grounds – The Building and Grounds Committee did not meet
- ☐ Finance – The Finance Committee did not meet
- ☐ Friends of the Library – The Friends of the Library met to discuss general 2024 fundraising goals, as well as the Director's "Wish List" for potential Friends support items

Unfinished Business

- ☐ The proposed Shared Services Agreement (SSA) has no update
- ☐ The library downstairs floor repair and downstairs waterproofing was discussed as part of the above Director's Report
- ☐ The employee accrued sick leave payout issue was discussed, with input received from the Library's attorney indicating that the payout to this employee is consistent with NJ statutes

The motion to pay 2023 accrued sick leave to the Library employee (Chris Leising/Erica Hubler) was approved by all members present. Michele Brusca and Mayor Araneo were absent for this vote

- ☐ Purchase of Self-Checkout Stations - The Board agreed to defer the discussion of the purchase of self-checkout stations until all quotes for new shelving were received and a decision is reached on shelf purchase

The motion to table the discussion and potential decision on the purchase of self-checkout stations until the next Trustee meeting (Lisa Savoia/Sandra Marion) was approved by all members present. Michele Brusca and Mayor Araneo were absent for this vote

- ☐ Purchase of Staff Computer – The Board agreed to defer the discussion of the purchase of a new staff computer until all quotes for new shelving were received and a decision is reached on shelf purchase

The motion to table the discussion and potential decision on the purchase of a new staff computer until the next Trustee meeting (Lisa Savoia/Sandra Marion) was approved by all members present. Michele Brusca and Mayor Araneo were absent for this vote

New Business

- ☐ Trustee Check-In No Trustee Check-Ins occurred during this period

Public Portion

The motion to open the meeting to public comments (Sandra Marion/Andrea Block) was approved by all present at 8:02 pm. No members of the public were in attendance. The motion to close the public portion of the meeting (Tom Hendrickson/Sandra Marion) was made at 8:03 pm and approved by all members present.

Announcements

The next Board will be held on April 11, 2024 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.

Rose Besrutschko will be absent for the next Board meeting and as a result there will not be a new finance report for the April 2024 meeting.

The NJLA Community Focused Strategic Planning Virtual Series will take place on April 2, 16, 30, and May 14 and 28 at 7:00 pm. One Trustee and the Director are required to participate in this virtual program.

Adjournment

A motion was made to adjourn this meeting (Lisa Savoia/Andrea Block), and all members present unanimously agreed. The meeting was adjourned at 8:04 pm.

DRAFT