



**Keyport Free Public Library
Board of Trustees Library Board Meeting Minutes
June 12, 2025**

Call to Order

Erica Hubler called the meeting to order at 7:00pm. The meeting was held in person.

Roll Call

Attendees: Jeanne Marie Ryan, Erica Hubler, Mayor Araneo, Chris Leising, Andrea Block, Lisa Savoia, Sandra Marion, Alexandra Walczak.

Michele Brusca was 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.

Approval of May 08, 2025 Board Meeting Minutes

The motion to approve the May 08, 2025 Board Meeting Minutes (Andrea Block/Alexandra Walezak) was accepted by the board.

7. Director's Report

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

Personnel and Policy

Jeanne Marie Ryan attended the New Jersey Public Policy Meeting on May 2nd which was held via Zoom. She also attended an Early Childhood meeting at the Keyport School on May 8th. Mandi Raftery's last day at the Keyport Library was on May 30th. We had a farewell get together for her. Five people were interviewed for her position. Christine George and Michael Lorah, the selected candidates (the hours were split), started their training at the library the week of May 19th. Jayme Gold, Rose Keith, Sue Mulligan, Barbara Raftery, and Stacey Wilson are all working together to provide great service for library users. On May 28, Jeanne Marie Ryan attended two meetings at the school. One was Preparing for Kindergarten and the other was about Summer Reading. Jeanne Marie Ryan attended the New Jersey Library Association Conference-there were a lot of programs that offered different ideas about library

programming. The website is close to being launched.

We discussed that she was going to figure out a way to introduce plants into the environment and that there was a program that she would like to possibly implement that is a night program for families.

Building and Equipment

The boiler needs to be reinspected due to needing a different turn off. Ed and Nancy Carew worked to get the gardens in shape for the Keyport Garden Walk.

Programs

May 1-31-Painted Bricks Book Cover Display/Contest 7

May 2-Take&Make Cherry Blossom Craft (Youth) 15

May 5-Star Wars Bingo (Youth) 3

May 6-Toddler Time (Youth) 7A/8C

May 9-Take&Make Mother's Day Card Craft (Youth) 15

May 13-Toddler Time (Youth) 7A/9C

May 13-Pop Up Program (Youth) 1A/3C

May 16-Take&Make Spring Is Here Craft (Youth) 15

May 20-Toddler Time (Youth) 6A/7C

May 23-Take&Make Memorial Day Craft (Youth) 15

May 27-Toddler Time 4A/5C

Use

- There were 785 visitors to the library in May.
- There were 1,365 checkouts and renewals.
- There were 102 Hoopla circulations (68 audiobooks, 26 E-books, and 8 comics)
- Patrons used the STELLA app 189 times.
- 193 people used the computers, and 142 questions were asked (61 via phone)

Partnerships

The Garden Club puts an arrangement in the library every month. Six volunteers spent 33.5 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 held their May meeting in the library and wrapped books for their June fundraiser.

MAY CIRCULATION BY COLLECTION

KEYPL Adult Collection 1

KEYPL Adult Fiction 306

KEYPL Adult Media 235

KEYPL Adult Nonfiction 111

KEYPL Adult Periodicals 14

KEYPL Juvenile Collection 1

KEYPL Juvenile Fiction 542

KEYPL Juvenile Media 53

KEYPL Juvenile Nonfiction 71

KEYPL New Materials 2

KEYPL Teen/YA Fiction 25

KEYPL Teen/YA Media 3

Jeanne Marie provided a list of the agenda she took part in while at the NJLA conference in Atlantic City.

They are as follows:

Big Policies, Big Programs, and Big Collections in Small Spaces-how to have a major impact no matter your size.

Bitty Babies, Big Fun: Interactive Storytime for Little Ones-tips and tricks for storytime.

Breaking Barriers to Access: Promoting the Statewide Shared E-book Collection-expanding e-book collection through the State Library's offerings.

Breaking Barriers: Between Your Library and Your Local Government Officials-working with government officials for the good of the community.

Communications Glow Up-ideas for working with teens.

Connecting Communities: How Libraries and Partners Create Impactful Outreach-

partnering can create outsize impact.

Countdown to the 250th: Opportunities for Libraries-talked about the 250th and how libraries can participate.

Crowd Control to Major Wins-managing attendees in your space.

From Policy to Practice: A Guide to the Library Board for Front-Line Staff-talked about why it's important the staff understands the role of the board and why policies are important.

Garden State Book Awards Luncheon and Author Talk-Ryan LaSala spoke.

Get Your Head Start With the Library-discussed the importance of early literacy.

ILS Migration: The Good, the Bad, and the Ugly-stories about migrating ILS systems.

It's A Family Affair: Intergenerational Programming in Public Libraries-ideas for cross generational programming.

Keep Track of Your Teens: Volunteer Management and Organization-offered ideas for managing your teen volunteers.

Keynote: George Abraham-shared his poetry.

Keynote: Redhawk Native American Arts Council-discussion and performance.

Library Marketing Made Simple and Scalable/ Building a Sustainable Marketing and

Communications Framework-how to market your library and share information.

NJLA President's Installation and Leadership Luncheon-introduction of incoming president.

Patron-Friendly Policies-making sure policies are friendly to patrons.

Pro Bono Planning: A Free Financial Literacy Program for Your Patrons-program to help patrons become more financially literate.

Sensory and Sound-How to create sensory friendly spaces.

State Librarian's Program: Why Social Capital and Social Infrastructure are Critical in Shocks-Libraries as community anchors in emergency situations.

Sustainable Engagement and Fostering Kindness through Houseplant Libraries-House plant library where people can take plants.

Unique Fundraisers for your Library-Different fundraising ideas.

We Can Teach That! Information Literacy and Librarians Book Talk!-How information literacy is mission critical and how librarians can help.

8. Financial Report

Chris Leising provided April financial data (expenses) in the Treasurer's Report at this meeting.

Chris discussed that we are on track with the operating budget. We are coming in under our operating budget. Emergency fund hasn't changed.

There was a small cash deposit. We are carrying approximately \$5,000 in outstanding checks.

Jeanne Marie and Chris are doing preparations for the upcoming audit.

Per Jeanne Marie she hasn't yet received payroll from Tom.

Review of Bills & Action to Pay Bills

The motion to pay the May 2025 bills (Sandy Marion/Mayor Rose Araneo) was approved by all members present.

Committee Reports

- Friends of the library - Friends of the library met in May, they launched their Summer Mystery date with a book. Xan will be doing kids and teens as well and would be dropped off within the next week or so.
- Personnel and Policy – Personnel and Policy Committee did not meet but will schedule a meeting when Director status is confirmed.
- Buildings and Grounds – The Building and Grounds Committee did not meet.
- Finance – The Finance Committee did not meet.

Unfinished Business

- Shared Services Agreement- We have not heard from the borough lawyer, but our Lawyer, Adam, has suggested putting it on hold.
- Web Page Update- The rain caused a delay in the photoshoot. All agreed to review and give feedback. Once approved, it will be launched on all social media and by the town.
- Assignment of Committees- Currently on hold, until our new member joins
- New Board seat member - Trish Burns pending council approval.
- Civil service update- Still waiting for the posting to go up, Erica was going to email Nadine.

New Business

- Trustee Check-Ins:
 - Alexandra: New Board Member training for 5.5 hours.
 - Andrea: 1 hour for Library Law.
- There was a motion to allow Jeanne Marie to hire 2 new employees at \$16.00 per hour not to exceed 29 hrs total for both. There was a motion to hire them by Chris Leising/Erica Hubler. All board members unanimously approved.
- There was a motion to change the payment to Jeanne Marie Ryan for her time at the NJLA conference from paying for the conference attendance fees and lodging to cover 2 luncheons at the NJLA 2025 instead. The amount remained at \$280. The motion was made by Chris Leising/Erica Hubler. All board members unanimously approved

Public Portion

The motion to open the meeting to public comments (Erica Hubler/Alexandra Walczak) was approved by all present at 7:45 pm.

Two people present are Jen Tevis who just wanted to observe and Nicole Henn whose daughter would like to volunteer at the library and Nicole is interested in becoming a board member when there is an open seat. Mayor Araneo suggested that she fill out the necessary paperwork at the borough to keep on file.

The motion to close the public portion of the meeting (Lisa Savoia/Chris Leising) was made at 7:48 pm and approved by all members present.

Announcements

- The next regular Board meeting will be held on July 10th 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 member
- Mayor Araneo announced that there will be a celebration for Juneteenth on the 21st from 11:00am - 12:30pm
- Jeanne Marie provided members with the Keyport Library's 2025 Youth Reading Calendar
- Jeanne Marie announced an Author visit on July 15th and Family Night on July 23rd.

Adjournment

A motion was made to adjourn this meeting (Lisa Savoia/Alexandra Walczak), and all members present unanimously agreed. The meeting was adjourned at 7:50pm.