

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

December 7, 2023

Call to Order

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

Roll Call

Attendees included Leslie Kotzas, Michele Brusca, Erica Hubler, Chris Leising, Rosemary Besrutschko, Ed Carew, Natalie Smith, and Andrea Block (arrived 7:04 pm). Lisa Savoia and Mayor Araneo 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.

Approve 9 November 2023 Board Meeting Minutes

The motion to approve the 9 November 2023 Board Meeting Minutes (Michele Brusca/Natalie Smith) was accepted by the Board. Lisa Savoia, Mayor Araneo, and Andrea Block were absent for this vote. All members present voted yes.

Director's Report

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

Building & Equipment

- Library volunteer, Tom Hendrickson, has completed many building maintenance tasks.
 - Finished clearing out the shed and organized it.
 - Built containers to store items in shed.
 - Worked on children's desk gate.
 - Added a handle to close the children's door from the inside, so no one pulls on the push bar to close it.
- Patrons have complained that there is no changing table in the bathroom in the Children's room. The complaint was communicated to the Borough Administrator and the Head of DPW. DPW promptly came and installed the changing table on Wednesday, December 6, 2023. The Director really appreciates their quick response and help.

Collaborations

- Friends of the Library
 - The Director has been posting events as she receives them on social media and sharing reels.
 - Flyers for the events have been posted in the Library.
 - The Director has made sure correspondence to the Friends has reached them.
 - The Director communicated that the shed was being cleaned out.
 - The Director opened the shed for the Friends on Saturday, Nov. 25 (when the library was closed) so that the Friends could decorate.
 - The Friends have decorated the library grounds.
- School
 - The Director created a flyer for the school to advertise BookFlix and has communicated with Stephanie Woit (the director of curriculum) and other teachers to have this new resource utilized.

Collection

- The Director has solicited a quote from WT COX Information Services for purchasing magazines. The Library is currently uses EBSCO for magazines and the quote for WT COX is half the price that EBSCO was charging for the same service. The price is \$2285.01 versus \$4,210 from EBSCO (approximately).

Consortium

- The new email accounts are in place for the staff. The Director will investigate the possibility of getting new email addresses for Board Trustees as well.

Electronic Resources

- BookFlix is live and on our website, in the newsletter, posted on social media, and even accessible on the self-check-out station in the Children's room for demonstrations.
- Creativebug will start on the 15th of December. On Dec. 6, there was a program using it to generate interest.

Finance

- The Personnel & Policy Committee met about salaries and got back to the Director. Here are the proposed salary increases for the 2024 year. It is a 4% raise for the staff and the NJLA minimum for the Director.

	Hours per	Hourly	Weekly	Annual
	<u>week</u>	<u>Rate</u>	<u>Salary</u>	<u>Cost</u>
Stephanie Young	25	\$ 23.92	\$ 598.00	31,096.00
Barbara Rafterty	25	\$ 19.22	\$ 480.50	24,986.00
Rose Keith	20	\$ 15.90	\$ 318.00	16,536.00
Sue Mulligan	9	\$ 18.79	\$ 169.11	8,793.72
Samantha Rice	25	\$ 21.76	\$ 544.00	28,288.00
Leslie Kotzas	Salaried	\$ 88,632.00		88,632.00
Annual Salary Cost				198,331.72

The motion to accept the 2024 staff salaries as presented (Erica Hubler/Ed Carew) was approved by the Board. Lisa Savoia and Mayor Araneo were absent, and all members present voted yes.

- The Finance Committee and Director met to go over the budget for 2024. The salaries were adjusted and the excess \$2,000 that was not given to the staff was reallocated.

The motion to accept the 2024 budget as presented, with the modification to procure magazines from WT COX Information Services rather than EBSCO (Michele Brusca/Chris Leising), was approved by the Board. Lisa Savoia and Mayor Araneo were absent, and all members present voted yes.

- For the staff development evening on Dec. 8th, the Director would like to use cash from the prints/computer services payments instead of being reimbursed. The Director asked the Board to approve this type of expenditure.

The motion to use petty cash for the December 8th Staff Development event as presented (Erica Hubler/Ed Carew) was approved by the Board. Lisa Savoia and Mayor Araneo were absent, and all members present voted yes.

Grants

- The Library did not win the WiFly grant but only 11 grants were given in the country.
- The Director submitted the grant application for Libraries Transforming Communities: Accessible Small and Rural Communities. The door quote with an automatic opener was \$9300, electric installation quote was \$500, and the rest was allocated to signage.

Personnel & Policy

- The Librarians and Director have continued the Building Equity Based Summers (BEBS) training and discussed oppression, power, and privilege.

Programs

- Highlighted programs for December:
 - Gingerbread Contest – Dec. 1 – Dec. 18
 - Bedtime Storytime – December 13th at 6:30pm

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 November 2023 bills (Rose Besrutschko/Natalie Smith) was approved by all members present.

Committee Reports

- ☐ Personnel and Policy – The Personnel and Policy Committee met to develop the proposed Director's Performance Evaluation and Staff and Director 2024 salaries, and finalize the proposed 2024 budget
- ☐ Buildings and Grounds – The Building and Grounds Committee did not meet
- ☐ Finance – The Finance Committee did not meet

- ☐ Friends of the Library – After a successful Scarecrow event, the Friends have engaged in Signage and Holiday Bling fundraisers

Unfinished Business

- ☐ The proposed Shared Services Agreement (SSA) is in review with the Borough attorney.

New Business

- ☐ Trustee Check-In – Leslie Kotza participated in Trustee Check-in this month. The topic was Public Library statutes and requirements relative to NJ Township/Borough Per Capita State Aid.
- ☐ The Director's Performance Evaluation as proposed by the Personnel and Policy Committee was presented by Michele Brusca.

The motion to accept the Director's Performance Evaluation as presented (Chris Leising/Erica Hubler) was approved by the Board. Lisa Savoia and Mayor Araneo were absent, and all members present voted yes.

- ☐ Holiday Pay for All Staff

The motion to provide paid holidays for all staff members (Erica Hubler/Michele Brusca) was approved by the Board. Lisa Savoia and Mayor Araneo were absent, and all members present voted yes.

Public Portion

The motion to open the meeting to public comments (Ed Carew/Erica Hubler) was approved by all at 8:02 pm. No members of the public were present. The motion to close the public portion of the meeting (Ed Carew/Erica Hubler) was made at 8:02 pm and approved by all members.

Announcements

The next Board will be held on January 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.

Adjournment

A motion was made to adjourn this meeting (Michele Brusca/Erica Hubler), and all members present unanimously agreed. The meeting was adjourned at 8:03 pm.

Post-Meeting Activity

Subsequent to meeting adjournment, Michele Brusca presented a certificate of appreciation to Natalie Smith and a plaque to Ed Carew for their enduring tenure as Board Trustees. With their terms ending in 2023, the Board of Trustees for the Keyport Free Public Library wishes to again thank them for their contributions to the Board and, ultimately, the continued success of the library.