



Keyport Free Public Library Board of Trustees

Monthly Meeting Agenda

December 11, 2025

PLEASE NOTE: THIS MEETING WILL BE HELD IN PERSON

Agenda Items:

1. Call to Order – Michele Brusca
2. Roll Call – Sandra Marion
3. Announcement of Compliance with the Open Public Meetings Act

• 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 ASBURY PARK PRESS AND THE STAR LEDGER.

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.

4. Pledge of Allegiance to the Flag of the United States
5. Agenda Review
6. Approval of Minutes of November 13, 2025 Board Meeting – Roll Call Vote
7. Director’s Report – Jeanne Marie Ryan
8. Financial Report – Chris Leising
9. Review of Bills & Action to Pay Bills – Roll Call Vote
10. Committee Reports
 - Personnel and Policy

- Building and Grounds
- Finance
- Friends of the Library

11. Unfinished Business

- Civil Service Update
- Boiler Inspection
- Amazon Business update for book purchasing
- Computer purchasing with STELLA

12. New Business

- Trustee Check-In
- Staff reviews/raise proposals
- 2026 Budget
- 2026 Holiday schedule
- Grant update
- 2026 Director SMART Goals

13. Public Portion – Open Time to Address the Board

14. Closed Session (IF NEEDED)

15. Action on Closed Session Items (IF NEEDED) 16.

Board Comments/Announcements

- Confirmation of Next Meeting: January 8, 2026

17. Adjournment