



Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

10 April, 2025

Call to Order

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

Roll Call

Attendees: Jeanne Marie Ryan, Michele Brusca, Erica Hubler, Chris Leising, Andrea Block, Lisa Savoia, Alexandra Walczak.

Absent: Sandra Marion, Althea (LeLe) Washington, Mayor Araneo

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 13 March 2025 Board Meeting Minutes

The motion to approve the 13 March 2025 Board Meeting Minutes (Erica Hubler/Chris Leising) was accepted by the board. Michele Brusca, Lisa Savoia, Andrea Block abstained. Althea (LeLe) Washington, Sandra Marion and Mayor Araneo were absent.

Director's Report

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

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Personnel and Policy

Jeanne Marie Ryan served as a judge for the Keypoint Garden Walk Art Contest. On March 10, Jeanne Marie Ryan attended a STELLANJ Strategic Planning Meeting at the Clark Library. On March 12th, she attended an Early Literacy meeting at the Keypoint Central School. The State Aid report was submitted in mid-March. The STELLANJ quarterly meeting was held at the Old Bridge Library on March 21st and Jeanne Marie Ryan attended. On March 26th, Lisa Savoia, Stephanie Woit, and Jeanne Marie Ryan met at the Board of Education Office to discuss summer reading assignments and reading lists for the students. Jayme Gold, Rose Keith, Sue Mulligan, Mandi Raftery, Barbara Raftery, and Stacey Wilson are all working together to provide great service for library users. Jeanne Marie Ryan is presenting the Advocacy Training for the New Jersey State Library on April 23rd.

Building and Equipment

The library received the warranty from Coastal. Jeanne Marie forwarded it to Bill Kane. There have been some plumbing issues that Apollo has made multiple visits to the library to try and fix in both the children and staff bathrooms.

Programs

March 1-31-Adult Reading Challenge (Adult) 3
March 4 - Toddler Time (Youth) 9A/12C
March 5 - Read Across America- Keypoint Central School (Youth) 2A/14C
March 7 - Take 'N' Make Rainbow Bracelet Craft (Youth) 15
March 11-Toddler Time 9A/12C
March 12 -Girl Scouts 3A/3C
March 13 -Girl Scouts 3A/3C
March 14 -Take&Make Pot of Kindness Craft (Youth) 15
March 18 -Toddler Time (Youth) 7A/10C
March 21 -Take&Make Flower Power Craft (Youth) 15
March 25 -Toddler Time (Youth) 10A/12C
March 26 -Girl Scouts (Youth) 3A/3C
March 26 - Bayshore Success Center Couponing Class (Adult) 6
March 28 - Take&Make Letter to the Tooth Fairy Craft (Youth) 15

Use

There were 883 visitors to the library in March. There were 1,619 checkouts and renewals. Patrons borrowed 66 magazines from Overdrive. There were 99 Hoopla circulations. Patrons used the STELLA app 185 times. 225 people used the computers, and 263 questions were asked (97 via phone). The library has nearly

1,400 followers on Facebook, who are interacting with the page on a regular basis.

Partnerships

The Garden Club puts an arrangement in the library every month. Four volunteers spent 47 hours in total volunteering at the library.

Treasurer's Report

Chris Leising provided February financial data (expenses) in the Treasurer's Report at this meeting. Chris noted that the information is missing some checks that were not deposited from December. Chris discussed how he and Jeanne Marie are working together to make sure that the accounts are balanced more often. Chris and Jeanne Marie received a letter from the bank stating an issue with the tax id number for the library last month and Chris has reached out to Tom. He is waiting to hear back from him.

Review of Bills & Action to Pay Bills

The motion to pay the March 2025 bills (Alexandra Walczak/Andrea Block) was approved by all members present.

Committee Reports

- 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.
- Friends of the Library – Next meeting will be May 13th.

Unfinished Business

- Shared Services Agreement Update: We have not heard from the lawyers but Adam has suggested that we might want to put it on hold.
- Vacant Board Seat- Althea (LeLe) Washington resigned as a Trustee via text message to the mayor leaving her seat open. Resignation will take place once she send an official email to the mayor, until then she will be shown as absent. This leaves us with a vacant seat that ends in December of 2025.
- Boiler Warranty: Jeanne Marie and Bill from DPW are still working on it. We received it but need to figure out if it was done within the 60 days.
- Web page development: Jeanne is working with the web designer developing the website for the library. The web designer sent over two previews for the web page. The trustees present discussed which one they liked more. It was agreed that the full picture of the library with the clickable links on the side
- State Aide Report Filing was completed, signed and sent. Should hear back by October.
- Civil Service update - Nadine at Civil Service said that the process of posting and hiring permanently can take up to 3 months. Jeanne Marie was put into the CAMPS system and has her official log ins and can put in the employees in.
- Assignments of the Committees have to be made due to the resignation of Althea

(LeLe) Washington, waiting for the official letter.

New Business

- Trustee Check-Ins: no trustee check-in occurred this month.
- Directors Smart Goals- Were discussed but Jeanne Marie was asked to add one on Strategic planning. We will vote on it next Month.

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Public Portion

The motion to open the meeting to public comments (Michele Brusca/Erica Hubler) was approved by all present at 7:38 pm. The motion to close the public portion of the meeting (Michele Brusca/ Erica Hubler) was made at 7:38 pm and approved by all members present.

Announcements

The next regular Board meeting will be held on May 08 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 members.

Adjournment

A motion was made to adjourn this meeting (Lisa Savoia/Michele Brusca), and all members present unanimously agreed. The meeting was adjourned at 7:39pm.