

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

09 January, 2025

Call to Order

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

Roll Call

Attendees included Jeanne Marie Ryan, Michele Brusca, Erica Hubler, Chris Leising, Lisa Savoia, Andrea Block, Sandra Marion, and LeLe Washington. Mayor Araneo was 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 12 December 2024 Board Meeting Minutes

The motion to approve the 12 December 2024 Board Meeting Minutes (Andrea Block/Sandra Marion) was accepted by the Board. Mayor Araneo was absent, and Michele Brusca and LeLe Washington abstained. All other members voted yes.

Director's Report

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

Personnel and Policy

Stephanie Young resigned on December 20, 2024 and Samantha Rice resigned on December 23, 2024. The personnel committee will be meeting prior to the board meeting to discuss options to address the staffing gaps that these resignations create. Rose Keith, Sue Mulligan, and Barbara Raftery have all stepped up to try to help ensure continuity of service to the community.

Building and Equipment

The boiler was replaced by Coastal on December 6th and has been working well ever since then. It does need to be inspected and JMR will work with the DPW and the Borough to facilitate that. Apollo has been to the library more than once to deal with plumbing issues. The Department of Public Works did a great job salting the paths and the sidewalks.

Programs

December 2-Snowman Craft (Youth)-3
December 9-ESL (Adult)-2
December 10-Painting with Nussara (Adult)-6
December 13-Take'n'Make Craft (Youth)-6
December 17-Tots'n'Tales (Youth)-4A/3C
December 20-Adult Craft (Adult)-3
 Take'n'Make Craft (Youth)-9
 Ornament Painting (Youth)-7
December 23-Holiday Crafts (Youth)-3
December 27-Craft (Youth)-6
December 28-Craft (Adult)-1
December 30-31-Party Hat (Youth)-3

Use

There were 450 visitors to the library in December. There were 1,083 checkouts and renewals. The Keyport Library lent 433 items to other libraries and borrowed 250 items. There are 3,119 Keyport library cardholders, with 13 cards being added in December. Keyport patrons used the STELLA App 974 times. They borrowed 195 items from Overdrive/Libby and borrowed 69 magazines from Overdrive. There were 108 circulations from Kanopy. One hundred and nine people used the computers, and one hundred twenty questions were asked (fifty-nine 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. The Friends of the Library had a successful bling sale in December and a holiday get together. Three volunteers spent twenty-one hours in total volunteering at the library. The group that restored the clock are holding a meeting here on Sunday, January 26, and suggested holding an open house for members of the public who might be interested in coming and hearing about the clock.

Treasurer's Report

Chris Leising provided November financial data (expenses) in the Treasurer's Report at this meeting. The data on bank balances will be provided in next month's report after incorporating the most recent bank statements (which were not available at the time this report was prepared).

Review of Bills & Action to Pay Bills

The motion to pay the December 2024 bills (Sandra Marion/Erica Hubler) was approved by all members present.

Committee Reports

- ☐ Personnel and Policy – Personnel and Policy met prior to this meeting to discuss job descriptions and postings for potential new hires
- ☐ 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 had a successful Bling sale, as indicated in the Director’s Report above. They also had a holiday get-together in December, and are in continued planning for fundraisers to benefit the Library; they are likely to maintain their current Board structure while meeting on a quarterly (rather than monthly) basis.

Unfinished Business

- ☐ Shared Services Agreement Update: the new Borough attorney is working with the Library’s attorney to continue progress on the Shared Services Agreement
- ☐ Vacant Board Seats/Officer Positions: LeLe Washington has assumed Rose Besrutschko’s remaining one year term. Alexandra Walczak has applied to assume the seat vacated by Anne Marie Reedy (a 4-year term) and will likely be sworn in prior to the February Board of Trustees meeting. Andrea Block has renewed her 5 year term
- ☐ Provisional Director Hiring Process/OPRA Request Status: Jeanne Marie Ryan remains in Provision Director status, and the Director job requisition was posted with the Civil Service. The outstanding incomplete OPRA request has not been resubmitted by the initiator.

New Business

- ☐ Trustee Check-Ins: no trustee check-in occurred this month
- ☐ Boiler Extended Warranty: the Keyport Department of Public Works is pursuing the possibility of obtaining an extended warranty on the new boiler
- ☐ Replacement of Departed Staff Members: the team discussed suitable skill levels for personnel hired to replace the departed Librarians. It was agreed that up to three Library Assistants could provide effective support.

The motion to create job requisitions for up to three library assistants (12-20 hours per week, starting at \$16/hour)(Andrea Block/Erica Hubler) was approved by all members present. The requisitions will be posted in Civil Service, STELLA, and NJLA websites

- ☐ 2025 Library Budget: Jeanne Marie Ryan presented the proposed 2025 Library budget.

The motion to accept the proposed 2025 Library budget (Michele Brusca/Erica Hubler) was approved by all members present

- ☐ 2025 Board Meeting Schedule: Michele Brusca presented the proposed 2025 Board meeting schedule.

The motion to accept the proposed 2025 Board meeting schedule (Michele Brusca/Andrea Block) was approved by all members present

- ☐ 2025 Staff Salary Increases: the Personnel and Policy Committee presented a proposal for 2025 staff salary increases. The 2025 hourly salaries proposed for existing staff are as follows: Barbara Raftery - \$21.00, Rose Keith - \$20.00, Susan Mulligan - \$20.00

The motion to accept the proposed 2025 staff salary increases (Andrea Block/Erica Hubler) was approved by all members present

- Library Website Development: Jeanne Marie Ryan presented three proposals for library website development from commercial providers (Backburner – up to \$4,640 plus \$840 annual maintenance, with an option for a library “photo shoot” for \$325 (we would request delay of that photo shoot until Spring so it could be done outside); Renaissance - \$5,995 plus \$99.95/month maintenance; Stirling - \$19,360 plus \$3,080/year maintenance).

The motion to hire Backburner to develop the website at a cost of up to \$4,650, provide annual maintenance for \$840, and perform the photo shoot outdoors in the Spring for \$325 (Erica Hubler/Sandra Marion) was approved by all members present

- 2025 Library Board of Trustee Officer Nominations/Elections:

The following nominations for 2025 Board Officers were made:

Treasurer – Chris Leising (nominated by Michele Brusca/Erica Hubler)

Secretary – Sandra Marion (nominated by Andrea Block/LeLe Washington)

President – Michele Brusca (nominated by Erica Hubler/Sandra Marion)

Vice President – Erica Hubler (nominated by Michele Brusca/Andrea Block)

All candidates nominated accepted their respective nominations.

The motion to elect all candidates nominated for their respective officer positions for the 2025 Library Board of Trustees (Lisa Savoia/LeLe Washington) was approved by all members present.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Erica Hubler) was approved by all present at 8:04 pm. Alexandra Walczak, pending appointee to the Board of Trustees, was present. The motion to close the public portion of the meeting (Michele Brusca/Erica Hubler) was made at 8:06 pm and approved by all members.

Announcements

The next regular Board meeting will be held on 13 February, 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 (Erica Hibler/Lisa Savoia), and all members present unanimously agreed. The meeting was adjourned at 8:06 pm.