

Keypoint Free Public Library Board of Trustees

Library Board Meeting Minutes

10 February, 2022

Call to Order

Chris Leising called the meeting to order at 7:01 pm. The meeting was held via Zoom video conferencing due to COVID-19 considerations.

Announcement of Compliance with the Open Public Meetings Law

Chris Leising 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 INDEPENDENT and THE STAR LEDGER.**

Roll Call

Attendees included Edward Carew, Leslie Kotzas, Rosemary Besrutschko, Chris Leising, Erica Hubler, Lisa Savoia, Michele Brusca, Jesse Anne Pirraglia, Natalie Smith and Mayor Colette Kennedy.

Approve 09 January 2022 Board Meeting Minutes

The motion to approve the Minutes (Rose Besrutschko/Ed Carew) was accepted by the Board. Natalie Smith Abstained for this vote since she was not at the January meeting . All other members present voted yes.

Director's Report

Leslie Kotzas reviewed the Director's Report. Salient points of this report are as follows:

BUILDING/EQUIPMENT

- The router Library Internet is failing and needs to be restarted every day. The Director is currently working with Zenith (IT Consultants) to have this replaced but it might take some time due to shortages.
- The Buildings and Ground Committee met with Library Interior and reviewed the plans for the new Adult and Childrens Circulation desk. The Director is to spend and not exceed \$17,000 on both desks and a chair and a half. This includes all materials, installation and removal of the old desk.

- The Motion for the Director to spend but not to exceed \$17,000 for both desk and a chair and a half pending the ability to protect the desk from water damage and pending clearance of QPA (Ed Carew and Michele Brusca) was approved. All members voted yes.
- The Motion to approve Capital Improvement Plan for 2022-2025 (Erica Hubler and Chris Leising) was approved. All members voted yes.

CIRCULATION/COLLECTION

- The Library will be reopening to the public as of Feb 14th with masks still being required.

FINANCE/FUNDRAISING

- The Treasurer and Director met and went over the year end budget. They set up a meeting with the auditor to discuss a few questions that were had.
- There is still a need to meet with the Borough CFO because the Director still does not have access to the salaries that are being paid until the end of each month when a repost is generated and emailed. Despite the increase in municipal tax dollars for the library each year, the quarterly payments are only \$18,000 and are not sent on a regular schedule, the excess in salaries are sent at the end of the calendar year, leaving the library with funds that are not able to be spent.

PERSONNEL

- The Personnel and Policy Committee met to discuss the personnel manual and sick time pay with the Library's attorney. The staff is required to follow the Civil Service law regarding sick leave (NJAC 4A:6-1.3) not the NJ State requirements.
 - All part time staff will accrue sick time based on how many hours they work.
 - Part time staff who were hired before 2010 can be paid out for their sick time.
 - Part time staff who were hired after 2010 can roll over their sick time but can not get paid out.
 - Full time staff get 15 days. Paid sick days roll over and will be paid out at retirement of up to \$15,000.
- Reviews for the staff have been completed and the Director completed her first New Director training through ALA.
- The Motion to pay staff that were hired before 2010 half of their sick time and allow them to carry over the remaining half into the new year as stated in Resolution 2022-2-10-02 Sick Time for Employees Hired Before 2010 (Ed Carew and Jesse Pirraglia) was approved. All members voted yes. (Attached see the signed Resolution).

PROGRAMS

- The Director would like the Board to authorize \$300 to be spent on Amazon for the March programs.
- The motion to allow the Director to spend but not exceed \$300 from Amazon for the March programs (Ed Carew and Michele Brusca) was approved. All members voted.

Miscellaneous

- The Trustees memberships were up and paid with the approval of the bills. All Trustees had their contact information updated and the new members sent to NJTA. Jesse and Michele both signed up for the New Trustee Training.

Treasurer's Report

Rose Besrutschko presented the February Treasurer Report. The treasurer let us know that she, the Director and auditor had worked on a new layout for the reporting. For example for Feb we will be seeing Jan information.

Review of Bills & Action to Pay Bills

The motion to pay February 2022 bills (Rose Besrutschko/Erica Hubler) was accepted by the Board. All members voted yes.

Public Portion

The motion to open the meeting to public comments (Chris Leising and Michele Brusca) was approved by all at 8:01 pm. No inputs were provided by public attendees. The motion to close the meeting to public comment (Chris Leising/Mayor Kennedy) was approved by all at 8:02 pm.

Committee Reports

- The Personnel and Policy Committee as indicated in the Director's report met with the lawyer to go over the Civil Service law regarding sick leave as well as discussing the personnel manual.
- The Buildings and Grounds committee met with Glen from Library Interiors and went over the plans for the new adult and children's circulation desks and chair and a half.

Old Business

The Motion for the approval of the Director Evaluation Template (Erica Hubler and Michele Brusca) by the Board was accepted. All members voted yes.

The Motion for the approval of the attorney attending our meetings quarterly for up to an hour (Erica Hubler and Lisa Savoia) was accepted. All members voted yes.

The Board went into closed session to discuss personnel matters permissible in accordance to the law. Employee was given a RICE letter beforehand. In open session the Motion to approve the Library Director 60 Day Performance Review (Erica Hubler and Chris Leising) was accepted. All members voted yes.

New Business

The Director was going to research the need for a bid on our circulation desks and chair as well as a way to waterproof the new furniture.

Public Relations Committee- How do we form a new committee and does the president need to be part of all committees?

Announcements

The next monthly meeting was confirmed: 10 March, 2022, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Erica Hubler and Mayor Kennedy), and the Board unanimously agreed. Meeting was adjourned at 9:08 pm.