



Keyport Free Public Library Board of Trustees Library Board Meeting Minutes

September 18, 2025

Call to Order

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

Roll Call

Attendees: Jeanne Marie Ryan, Erica Hubler, Mayor Araneo, Chris Leising, Andrea Block, Sandra Marion, Trish Burns, Alexandra Walczak.

Michele Brusca was absent. Lisa Savola arrived at 7:11pm

Announcement of Compliance with the Open Public Meetings Law

Erica Hubler 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.

Approval of August 14, 2025 Board Meeting Minutes

The motion to approve the August 14, 2025 Board Meeting Minutes (Chris Leising/Andrea Block) was accepted by the board.

7. Director's Report

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

Personnel and Policy

The Color Our World Summer Reading went well with a wide variety of programs. Amazing Minerals was a huge success and cost effective. Thank you to Alexandra Walczak and Rutgers Geology Museum. Highlights from August included a Spin Art program, a Make Your Own Slime Program, and a visit from the Tenafly Nature Center. Attendees of the nature center program got to handle a snake and a turtle, and meet a stick bug. Website updates are ongoing. As of now we have our policies on there as well as the American Library Association Statement and will hopefully have the minutes on there soon. Jeanne Marie Ryan attended two virtual strategic planning meetings for STELLANJ on August 6 and 27. August 15th attended a training with Kate Hall preparing and managing difficult interactions. Jeanne Marie attended a NJ civil rights division training on understanding bias on August 26. Christine George, Jayme

Gold, Rose Keith, Mike Lorah, Sue Mulligan, Barbara Raftery, and Stacey Wilson are all working together to provide great service for library users. The auditor sent the audits for 2023 and 2024.

Building and Equipment

The DPW handled a situation with the bathroom that ultimately required calling Serv Pro. There was an issue that made a mess so bad that DPW had to involve the police. Jeanne Marie was told that if the person that made the mess comes back to the library that she is to call the police immediately. The incident falls under criminal mischief. There was a second incident in which police had to be called. There was a homeless person that came to retrieve their backpack and it was suggested nicely to the neighbor to keep their outbuilding locked which ended in a shouting match that left the Carew's uncomfortable. Nancy asked for the police to be called. It was requested to pick up reports for both incidents from the police station to keep on file. The DPW is also working on the boiler so that it passes inspection. Lisa Savoia joined the meeting and was logged in. Ed and Nancy Carew are planning to reestablish the herb gardens.

Programs

August 1-31-Painted Bricks Book Cover Display/Contest (All ages) 2

August 1, 8, 15, 22, 29 Take'N'Make Crafts (Youth) 75

August 4, 11 Maker Mondays (Youth) 12T

August 5, 12, 19, 26 Toddler Time (Youth) 39C/37A

August 18 Spin Art (All ages) 8A/7T/22C

August 20 Camouflage Animals (All ages) 32C/5T/12A Slime (All ages)-5A/7T/8C

The KBBC will donate Keyport Cash for the winner of the Bricks. We also discussed different things to do with the bricks if the owners do not want them back.

Use

There were 1,191 visitors to the library in August. There were 1,897 checkouts and renewals. There were one hundred and forty-eight Hoopla circulations (103 audiobooks, 30 E-books, 3 comic circls, and 12 movie and TV circls, among others). Patrons used the STELLA app three hundred and eighteen times. Two hundred and twenty-two people used the computers, and one hundred and ninety-seven questions were asked (sixty-one via phone). The Friends of the Library met at the library on August 19th.

Partnerships

The Garden Club puts an arrangement in the library every month. September's displays have a back-to-school theme. Eight volunteers spent seventy-eight hours in total volunteering at the library. I took the teen advisory group out for lunch and ice cream to thank them for all their hard work this summer. They also selected the ice cream flavors for Be Cool at School. The library is holding an art display/contest of bricks painted as book covers with the Art Society of Keyport. We discussed the possibility of donating the unwanted bricks to school libraries in our area to draw attention to the library and our programs. The Friends of the Library continued the Mystery Date With A Book sale (the summer version!), for both adults and youth. I met with Dr. Savoia and her team about early childhood literacy on August 5th. The Friends of the Library met in the library on August 19th. They are contributing \$500 to support Be Cool at School.

Item Circulation By Collection

From 8/1/2025 To 9/1/2025

Keyport Free Public Library

AUGUST CIRCULATION BY COLLECTION

	Items	Checkouts	Renewals	Total Renewals/Checkouts
None	5	0	6	6
Adult Collection	3	3	0	3
Adult Fiction	386	313	198	511
Adult Media	147	151	73	224
Adult Nonfiction	88	53	59	112
Adult Periodicals	31	32	34	66
Juvenile Fiction	616	421	365	786
Juvenile Media	13	11	9	20
Juvenile Nonfiction	48	37	29	66
Juvenile Periodicals	1	1	2	3
Library of Things	2	5	0	5
Teen/YA Collection	11	11	0	11
Teen/YA Fiction	61	52	31	83
Teen/YA Nonfiction	1	1	0	1
Total for Organization	1413	1091	806	1897

8. Financial Report

Chris Leising provided August financial data (expenses) in the Treasurer's Report at this meeting. Chris discussed that we are on track with the operating budget. We are coming in under our operating budget. The emergency fund hasn't changed. There was a deposit of \$2860.00 and checks written totaling \$9100.00 giving us an ending balance of \$66975.00. There is approximately \$2200.00 of outstanding checks that haven't cleared yet which will leave us with an ending balance of \$64788.00 going into September.

We received the completed audits for 2023 and 2024. All members were given copies to the audit reports to review. They did not identify any deficiencies that they considered material. We discussed the amount of the audit price, Jeanne Marie wants to negotiate for future reports.

Review of Bills & Action to Pay Bills

The motion to pay the August 2025 bills (Sandy Marion/Lisa Savoia) was approved by all members present.

Committee Reports

- Personnel and Policy – Did not meet
- Buildings and Grounds – Did not meet
- Finance – The Finance Committee will plan to meet in October 2025
- Friends of the Library – met on Aug 19th discussed the scarecrow competition. They discussed the book sale that happened the week prior where they made over \$600.00. They also discussed the ice cream which was approximately \$500.00. Mayor Araneo made Erica aware that the KBBC approved Keyport Cash for the Scarecrow prize.

Unfinished Business

- The website is still getting worked on. Michele sent Jeanne Marie some things that were not working on the website and the designer fixed some of them. We will keep checking to make sure that they are all done.
- Erica emailed Nadine from Civil Service. She thanked Erica for reminding her about the post for Keyport. She informed Erica that the candidate, Jeanne Marie, was eligible and that they would be reaching out to her directly to talk to her about the next steps. As of right now, Nadine has not reached out to Jeanne Marie.
- We are still waiting on the boiler inspection.

New Business

- Trustee Check-Ins
 - Erica Hubler logged in for a Trustee Check in on 10/17. Things she found interesting was the mention of a bill for electronic books and how to minimize the cost and rules. They spoke about the Freedom Act and how Trustees could help spread the word about it. They discussed the PILOT (Payments in Lieu of Taxes) program where the construction happens but they do not have to pay taxes for 30 years. This means that for 30 years even if the people use resources from the library or schools neither are getting tax money for them. Therefore the library and school have to spend the money since we do not turn anyone away but we are not getting the funds in. They also discussed new funding for libraries that need construction.

Public Portion

The motion to open the meeting to public comments (Erica Hubler/Chris Leising) was approved by all present at 7:36 pm.

The motion to close the public portion of the meeting (Erica Hubler/Andrea Block) was made at 7:36 pm and approved by all members present.

Announcements

- The next regular Board meeting will be held on Oct 9th, 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.
- Confirmation of Next Meeting: Oct 9, 2025

Adjournment

A motion was made to adjourn this meeting (Erica Hubler/Lisa Savoia), and all members present unanimously agreed. The meeting was adjourned at 7:37pm.