

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

April 11, 2024

Call to Order

Michele Brusca called the meeting to order at 7:01 pm. The meeting was held in person.

Roll Call

Attendees included Leslie Kotzas, Michele Brusca, Erica Hubler, Chris Leising, Lisa Savoia (arrived 7:04 pm), Mayor Araneo, Andrea Block, Tom Hendrickson, and Sandra Marion. Rosemary Besrutschko 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

Tom Hendrickson requested that a discussion on Library Management Chain of Command be added to New Business. This addition, and the remainder of the proposed agenda, was accepted by the Board. Clarification was also provided that, in the future, agenda additions should be provided to the Board President and Secretary prior to the affected meeting so that the agenda can be revised and shared with the public.

Approve 14 March 2024 Board Meeting Minutes

The motion to approve the 14 March 2024 Board Meeting Minutes (Erica Hubler/Andrea Block) was accepted by the Board. Rose Besrutschko was absent for this vote, and Michele Brusca and Mayor Araneo abstained; all other members voted yes.

Director's Report

Leslie Kotzas presented the Director's Report. The salient points of this report are as follows:

Building & Equipment

- The rains did not flood the Children's Room until the week of April 1st. Unfortunately, further remediation of the problem must be taken to prevent an interruption of services. On April 3rd & 4th the Children's Room flooded and the room was closed for 3 days. On Monday, April 8th, the room opened back up because of the work done by DPW and the Library's cleaning person.

- On Friday, April 5th, the Library was closed by the Borough because of the earthquake to make sure it was safe for people to be in. It was cleared on Saturday, April 6 at 1pm.
- The fire extinguishers were inspected and one was replaced.
- The Director confronted the man who regularly sits in front of the library, drinking on the street. He was asked to stop drinking in front of the library and to please throw away his trash (instead of placing it in the bushes and various places on the grounds of the Library). The staff had gotten complaints from patrons about the man and the drinking. DPW also noted the excessive amount of beer cans in the library trash.
- The Library's neighbor has replaced the fence between the two properties.
- The 3 vendors that the Director contacted provided formal quotes on shelving for the Children's Room:
 - Creative Library Concepts:
 - Chapter book section: \$11,285.22 (including installation)
 - Chapter book & picture book section: \$16,256.32
 - Demco
 - Chapter book section: \$9,168 (NO installation)
 - Chapter book & picture book section: \$15,696 (NO installation)
 - The Library Store
 - Chapter book section: \$ 10,393.79 (NO installation)
 - Chapter book & picture book section: QUOTE NOT PROVIDED
 - The Director recommends Creative Library Concepts

The motion to purchase shelves and associated installation for the chapter and picture book sections of the Children's Room from Creative Library Concepts for \$16,256.32 (Chris Leising/Lisa Savoia) was approved by all members present. Rose Besrutschko was absent for this vote.

Collaborations

- Friends of the Library
 - The Director has been posting events as she receives them on social media and sharing reels.
 - The Director has made sure correspondence to the Friends has reached them.
 - The Director is helping the Friends with a "Books & Bling" sale during the town-wide yard sale. The Director will advertise for donated books and jewelry, weed out undesirable/unsellable items, and store them in the shed until the Friends are ready to sell them.
- Garden Club
 - The Garden Club replenished the seeds for the Seed Library.
 - The Library has purchased flowers for the grounds from the Garden Club Plant Sale.

Finance

- There was an error in the bills for last month. The price for the WT COX magazines should be \$2,027.40. The Director found the mistake as she was paying bills and paid the correct amount.
- The 2022 audit was completed and returned. There is a copy for each trustee.
- The grant check came from ALA in the amount of \$10,000.
- The Friends of the Library gave a check to the Library for \$2842.66 for the teen space couch.

Personnel & Policy

- The Director has completed all staff evaluations.

Programs

- Per the Director's goals, a survey about the Library of Things is circulating. It is on paper at the library, on our website, and on social media.
- Highlighted programs for April:
 - National Library Week: April 7-13: Quiz for adults and guessing jar for kids.
 - Family Bingo Night provided by Bayshore Success Center – April 26, 4pm-6pm.

Treasurer's Report

Rose Besrutschko was absent and away on travel for this meeting. Therefore, review of the April and May Treasurer's Reports will occur at the May Library Board meeting.

Review of Bills & Action to Pay Bills

The motion to pay March 2024 bills (Erica Hubler/Chris Leising) was approved by all members present. Rose Besrutschko was absent for this vote.

Committee Reports

- ☐ Personnel and Policy – The Personnel and Policy Committee did not meet
- ☐ Buildings and Grounds – The Building and Grounds Committee did not meet, but expects to meet prior to the May Board meeting
- ☐ Finance – The Finance Committee did not meet
- ☐ Friends of the Library – The Friends of the Library met to discuss the upcoming Friends' "Book and Bling" sale to be held during Keyport's Yard Sale weekend

Unfinished Business

- ☐ The proposed Shared Services Agreement (SSA) is under Borough review
- ☐ The shelving unit quotes were discussed during the Director's Report
- ☐ The purchase of self-checkout stations was tabled until the May Board meeting
- ☐ The purchase of a new staff computer was discussed. Sandra Marion will donate a 17" Asus laptop with monitor for the staff to evaluate for possible use in the library. The staff will provide feedback on the donated laptop, and further discussion may occur in upcoming Board meetings regarding the necessity to procure a new staff computer

New Business

- ☐ Trustee Check-Ins: Tom Hendrickson and Sandra Marion participated in Trustee orientation sessions; Erica Hubler, Tom Hendrickson, and Andrea Block participated in Trustee strategic planning sessions
- ☐ Library Management Chain of Command: the Board discussed the handling of Library issues that arise during the Director's absence. In this case, issues are to be addressed by Board officers. The President should be contacted first, and if also not available, the

Vice-President should be contacted. The Secretary and Treasurer complete the chain of command in this case.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Lisa Savoia) was approved by all present at 7:58 pm. No members of the public were in attendance. The motion to close the public portion of the meeting (Michele Brusca/Erica Hubler) was made at 7:59 pm and approved by all members present.

Announcements

The next Board meeting will be held on May 9, 2024 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.

Mayor Araneo alerted the Board that the Borough of Keyport will be participating in the celebration of the United States' 250th birthday, or Semiquincentennial, in 2026. The Library will be able to play an active role in this activity.

Adjournment

A motion was made to adjourn this meeting (Lisa Savoia/Sandra Marion), and all members present unanimously agreed. The meeting was adjourned at 8:03 pm.