



Keyport Free Public Library Board of Trustees Library Board Meeting Minutes

Jan 15, 2026

Call to Order

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

Roll Call

Attendees: Erica Hubler, Jeanne Marie Ryan, Mayor Araneo, Chris Leising, Sandra Marion, Alexandra Walczak, Andrea Block and Lisa Savoia

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.

Mayor Rose Araneo swore in Maria Donna Litwak as a member of the Library Board.

Agenda Review

The agenda was accepted by the Board as proposed.

Approval of December 11, 2025 Board Meeting Minutes

The motion to approve the December 11, 2025, Board Meeting Minutes (Sandy Marion/Andrea Block) was accepted by the board. Erica Hubler, Lisa Savoia and Maria Donna Litwak abstained

7. Director's Report

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

Personnel and Policy

Stacey Wilson and Jeanne Marie Ryan participated in the borough's craft afternoon during Winter Wonderland with four teen volunteers. Gnomes, reindeer, and winter scenes were the crafts that the library offered. The staff holiday party was on December 8. The Keyport Library was on the Historical Society Candlelight House Tour from 2-5pm on December 13. The Friends of the Keyport Library held a Holiday Bazaar in conjunction with the library from 11am-5pm the same day. On December 16, Jeanne

Marie Ryan attended a meeting with Dr. Lisa Savoia and Alyssa Buttacavole about the early literacy grant. Jeanne Marie Ryan attended the STELLANJ Membership Meeting on December 19. 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. Mike Lorah's last day was December 29, 2025.

Building and Equipment

The Building and Grounds Committee should meet early in the new year to assess work that may need to be done on the building. In addition to routine maintenance, there are possible issues that should be looked at-including lighting and that the floor on the lower level is intermittently slippery. Also the wood around some of the windows outside seems to be compromised.

Programs

December 1-31 Homework Hall (Youth) 21
December 1, 8, 15, 23 Maker Mondays (Youth) 3C/4T
ESL 2A
December 2, 9, 16, 30 Toddler Time (Youth) 22A/19C
Teen Advisory Group (Youth) 11T
Mah Jong (Adult) 8A
December 2 Gnome Craft 2A/3T
December 3, 10, 17 Books and Beyond (Youth) 4C/4A
Yoga 4A
December 4, 11, 18 Games Galore (Youth) 5C
December 5, 12, 19, 23 Take'n'Make Crafts (Youth) 60C
December 9 and 23 Community Paint 2A
December 16 Ornament Craft 1A
December 19-Gingerbread Craft 13C/8A (Homeschool program)

Use

There were 1,236 visitors to the library in December. There were 1,008 checkouts and renewals. There were one hundred and thirty-three Hoopla circulations (3 movie circs, 94 audiobooks, 25 E-books, 5 comic circs, 6 TV circs, among others). Patrons used the STELLA app three hundred and thirty-seven times. One hundred forty-five people used the computers, and one hundred and forty-nine questions were asked (thirty-two via phone). Homeschool students use the library on Wednesday morning for Spanish class. There were 33 children and 10 adults. One Girl Scout troop used the library-there were 2 adults and 8 children. The Friends of the Library Holiday Bazaar was very successful.

Partnerships

The Garden Club puts an arrangement in the library every month. Jeanne Marie Ryan is working with the school system. Twenty-five volunteers spent 175.25 hours in total volunteering for the library. The library finished holding the art display/contest of bricks painted as book covers with the Art Society of Keyport. Jeanne Marie Ryan is working with the 250 th Committee for the Borough and the 250 th Committee for the Historical Society. (Director was posting to see if the winners would present themselves)

Item Circulation By Collection

Keyport Free Public Library

NOVEMBER CIRCULATION BY COLLECTION

	Items	Checkouts	Renewals	Total
None	0	0	0	0
Adult Collection	2	1	1	2
Adult Fiction	247	183	136	319
Adult Media	68	59	41	100
Adult Nonfiction	65	40	48	88
Adult Periodicals	3	1	6	7
Juvenile Fiction	280	194	188	382
Juvenile Media	21	17	25	42
Juvenile Nonfiction	34	18	29	47
Library of Things	1	1	2	3
Teen/YA Fiction	9	1	12	13
Teen/YA Non-Fiction	1	1	0	1
Tween Fiction	2	2	1	3
Total For Organization:	734	519	489	1008

8. Financial Report

Chris Leising provided December financial data (expenses) in the Treasurer's Report at this meeting. Chris discussed that we are on track with the operating budget. We don't have the December salary budget. The emergency fund hasn't changed. Total expenses for December was \$6245.30 leaving us with an operating total balance of \$35,050.37. Chris Leising has not yet received December payroll from Jeanne Marie, which Jeanne will get to him. November salaries were \$16,253. The capital account is at \$14,240.48. Erica Hubler deposited \$85,000.00 from the operating account into the Capital Account but the bank redeposited it back into the operating account which gave us an inaccurate ending balance which is being rectified and will show in next months financial report.

Review of Bills & Action to Pay Bills

Jeanne Marie is looking into a new book supplier as the current company is going out of business. Barnes and Noble is working on becoming a new provider of books. An agreement is close to having Barnes and Noble as our main supplier. Jeanne is looking into bumping up our electronic book supply for 2026.

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

Committee Reports

- Personnel and Policy – Met and discussed personnel/staffing issues.
- Buildings and Grounds – Did not meet. Will be setting up a meeting once the new committees are finalized. Jeanne Marie mentioned that the borough sent an electrician over to look at the lighting and she is now waiting for a report.
- Finance – The Finance Committee did not meet.
- Friends of the Library – Just had their meeting on Tuesday. They updated their website and logo. They were able to raise \$400 from their bazaar. Their next event will be on the 27th and it will be decorating jars. KBBC contributed the Grinch cut out that people were able to take pictures with at the bazaar. Keyport coffee had their mobile coffee truck there for about 2 hours and served approximately 75 patrons. Approximately 150 were present at the bazaar and they were able to participate in crafts for kids and adults.

Unfinished Business

- Civil Service Update– Erica has reached out to Nadine 3 times via email with no answer. She then had Adam reach out which he did and was able to connect with Tom who is Nadine's superior. He stated that he would look into what was happening with it. Jeanne Marie received a message that she has to retake the civil service test. She contacted the civil service to find out where her test was. They were able to locate it so all is good. She is hoping that they will attach it to their list so that we can move forward with her official hiring.
- Boiler Inspection– Jeanne Marie said that they are just waiting now for the paperwork.
- Barnes and Noble are working with Jeanne Marie to put an agreement together for the purchase of books.
- Our next audit is due in May. We have decided to stay with the auditor that we currently have. We will table it and take another look at pricing in 2027.
- Computer purchasing through STELLA- has been tabled
- Lisa Savoia and Jeanne Marie are working together on a reading student program. They are putting together ideas and will let us know when it is finalized. Lisa Savoia spoke about different grants that are coming in and working with Jeanne Marie

New Business

Trustee Check-Ins: None done this month; however, the Board has completed the total 7 hours required per Board for the 2025 year.

Staff reviews/raise proposals: The Board reviewed all of the staff reviews and salary increases. Jeanne Marie submitted a resolution for Barbara Raftery's proposed payout of

half of her sick time which would total \$577.50.

A motion was made by Sandy Marion/Chris Leising to approve the raise for Rose Keith, Sue Mulligan and Barbara Raftery. The motion passed by all present members.

A motion was made by Alexandra Walczak/Andrea Block to allow the cost increase for our lawyer from \$185 to \$195. The motion passed by all present members.

2026 board nomination of Vice President: Andrea Block made a motion to nominate Sandy Marion as Vice President Alexandra Walczak seconded the motion. Sandy Marion accepted the nomination. The motion passed by all present members.

2026 board nomination for Secretary: Sandy Marion made a motion to nominate Andrea Block as secretary Chris Leising seconded the motion. Andrea Block accepted the nomination. The motion passed by all present members. Andrea Block abstained.

2026 board nomination for Treasurer: Lisa Savola made a motion to nominate Chris

Leising as treasurer and Erica Hubler seconded the motion. Chris Leising accepted the nomination. The motion passed by all present members.

2026 board nomination for President : Andrea Block made a motion to nominate Erica Hubler as President and Sandy Marion seconded the motion. Erica Hubler accepted the nomination. The motion passed by all present members.

Jeanne Marie asked to attend the NJSLA conference in Atlantic City again this year. The dates are February 17-19 2026. We decided to approve up to \$500 in expenses.

Lisa Savoia made a motion to approve the trip and \$500 expenses Andrea Block seconded the motion. All members present approved the motion.

Public Portion

The motion to open the meeting to public comments (Erica Hubler/Lisa Savola) was approved by all present at 8:14 pm.

Trina Robinson 221 Atlantic St Keyport was present. She wanted to thank everyone for what they do and introduce herself to everyone. The board let her know that we were still looking for one more member if she was interested.

The motion to close the public portion of the meeting (Erica Hubler/Lisa Savola) was made at 8:15 pm and approved by all members present.

Closed Session

At 7:09pm, Jeanne Marie requested that we go into closed session prior to the completion of her report. A motion was made by Lisa Savoia/Mayor Rose Araneo. The board all voted in favor.

Jeanne Marie discussed a meeting that she attended with the personnel committee on January 14th, 2025 regarding a situation that came up on December 16th, 2025, regarding staffing issues. There was a potential staffing problem at the library, and she explored different options to cover it, including bringing in volunteers to cover hours that were needed. They discussed why that would not be a good idea, citing liability concerns. They came up with another option that she wanted to discuss with us. After the discussion, it was agreed that board members would pitch in and help cover hours when needed. We also agreed that we could always close the library or a section of the library for the time needed. We all agreed that the director, along with the P&P committee, would put a plan in place moving forward for staffing emergencies. This closed session was not planned, and it was not asked for prior to the meeting starting. A motion was made at 7:20 to come out of closed session and reopen to the public by Lisa Savoia/Alexandra Walczak. The board all voted in favor.

Announcements

- Our next board meeting will be held on February 10, 2026 due to Lisa Savoia and Jeanne Marie attending Author night at the central school. Erica Hubler made a motion to change the date from February 12th to February 10th Sandy Marion seconded the motion. All present members approved.

Adjournment

A motion was made to adjourn this meeting (Alexandra Walczak/Andrea Block), and all members present unanimously agreed. The meeting was adjourned at 8:22 pm.