



Keyport Free Public Library Board of Trustees Library Board Meeting Minutes November 13 2025

Call to Order

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

Roll Call

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

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.

Approval of October 09, 2025 Board Meeting Minutes

The motion to approve the October 09, 2025, Board Meeting Minutes (Lisa Savoia/Erica Hubler) was accepted by the board. Andrea Block and Trish Burns 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

There were 5 tables and 13 chairs donated by South Brunswick Library. Mayor Araneo informed Jeanne Marie that the KBBC approved the Keyport Cash for the brick contest prize. The library was featured in a short, family friendly horror film (Princess of the Murder) produced, directed, and acted in by Jacqueline Sophia London, a local producer, director, and actress. Both the interior and exterior of the library were highlighted.

Michele Brusca went on record that this was requested at the last meeting but was never approved by the board. There was no library ground use request form filled out and presented to the library board or the borough council. There was no approval for filming inside the library and no COI, workers comp or any other form required was submitted.

On October 1, Assemblywoman Flynn and Assemblyman Scharfenberger held mobile office hours in the library. Ms. Manganelli's Community Partnership class was visiting at the time, so the students got to ask questions of their state representatives. Jeanne Marie Ryan attended the Bilingual Advisory Committee at the school

on October 1st. The teens attended a webinar about children's and young adult books held by Penguin/RandomHouse on October 7th and recommended books to order. On October 8th, Jeanne Marie Ryan attended a webinar about Amazon Business as an alternative to Baker&Taylor, which is going out of business. Jeanne Marie Ryan attended a Strategic Planning Meeting at the STELLANJ office on October 14th, and then presented the strategic plan to the STELLANJ Executive Board on October 16th (also at the STELLANJ office). On October 19th, Jayme Gold and Jeanne Marie Ryan attended the Trunk or Treat and helped at the Friends of the Library trunks. Erica Hubler, Brandy Vaccarella, Jane Weinermoate, and Jeanne Marie Ryan attended the BCCLS Friends of the Library Scholarship Brunch on October 21st. On October 23rd, Jeanne Marie Ryan attended the Pre-K Parent Advisory Meeting and the Title I Family Night at the school. The Friends of the Library held their Scarecrow Awards on October 25th. On October 28th, Jeanne Marie Ryan went to the 250th Meeting for the Borough of Keyport. Jeanne Marie Ryan attended the LUCC Legislative Breakfast on October 29th. Website updates are ongoing. 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.

Building and Equipment

The Keyport Library will be on the Historical Society Candlelight House Tour from 2-5pm. The DPW is working on the building by changing the lightbulbs. The ballasts are hard to get which makes it hard to change the bulbs. Discussions were had in regards to upgrading the ballasts and possibly replacing them. Discussion for adding it to the budget. Ed Carew trimmed the

Programs

October 1-31 Painted Bricks Book Cover Display/Contest (All ages) 2
October 1-31 Homework Hall (Youth) 51C/17T

Use

There were 1,578 visitors to the library in October. There were 1,415 checkouts and renewals. There were one hundred and forty-three Hoopla circulations (98 audiobooks, 26 E-books, 6 comic circs, 3 movie circs, 9 TV circs, among others). Patrons used the STELLA app three hundred and forty-seven times. One hundred ninety-three people used the computers, and two hundred and thirty-two questions were asked (fifty-five via phone). Homeschool students use the library on Wednesday morning for Spanish class. There were 77 children and 34 adults. Two Girl Scout troops used the library-there were 12 adults and 17 children. The Friends of the Library offered a community program in conjunction with the library-Glitterature: Bedazzle a Book-17 adults and 1 teen attended. A discussion was had in reference to increasing our Hoopla capacity and how much that would cost us.

Partnerships

The Garden Club puts an arrangement in the library every month. Jeanne Marie Ryan is working with the school system Nine volunteers spent 50 hours in total volunteering at the library. The library is holding an art display/contest of bricks painted as book covers with the Art Society of Keyport. The Friends of the Library continued the Mystery Date With A Book sale (the Halloween version!), for both adults and youth. The Friends held their Scarecrow Contest and initiated a Story Crow contest.

Item Circulation By Collection

Keyport Free Public Library

OCTOBER CIRCULATION BY COLLECTION]

None	2	2	0	2
Adult Collection	6	5	4	9
Adult Fiction	279	183	168	351
Adult Media	102	99	71	170
Adult Nonfiction	63	38	48	86
Adult Periodicals	8	6	11	17
Juvenile Fiction	487	274	300	
574				

Juvenile Media 27	21	14	13		
Juvenile Nonfiction 52	47	34	18		
Juvenile Periodicals 3	3	0	3		
Teen/YA Fiction 111	72	42	69		
Teen/YA Nonfiction 2	2	1	1		
Tween Fiction		1	0	1	1
World Languages	1	1	0	1	
Teen/YA Collection 9	6	2	7		
				Total For Organization:	1100 701 714 1415

Proposed Board Meeting Days

Month Date

January	January 8, 2026
February	February 12, 2026
March	March 12, 2026
April	April 9, 2026
May	May 14, 2026
June	June 11, 2026
July	July 9, 2026
August	August 13, 2026
September	September 10, 2026
October	October 8, 2026
November	November 12, 2026
December	December 10, 2026

Month Date (Second Monday)

January	January 12, 2026
February	February 9, 2026
March	March 9, 2026
April	April 13, 2026
May	May 11, 2026
June	June 8, 2026

Proposed Holiday Schedule

1/1/26 New Year's Day
1/19/26 Martin Luther King, Jr. Day
2/12/26 Lincoln's Birthday
2/16/26 President's Day
4/3/26 Good Friday
5/23/26 Memorial Day weekend Saturday
5/25/26 Memorial Day
6/19/26 Juneteenth
7/4/26 Independence Day
9/5/26 Labor Day weekend Saturday
9/7/26 Labor Day
10/12/26 Columbus Day
11/11/26 Veterans Day
11/26-11/28/26 Thanksgiving weekend
12/24-12/26/26 Christmas break

[Michele Brusca](#) informed Jeanne Marie that the meeting day (from 2nd Thursday to 2nd Monday) cannot be changed without the approval of the borough council. Michele Brusca made a motion to accept the meeting dates for 2026 as the 2nd Thursday of each month, with the note that January 14, 2027 will be added to the schedule. Erica Hubler seconded the motion and the motion was accepted by all.

The Board also discussed that the maximum amount of paid holidays for the library is approved for a maximum of 16.5 days so the proposed 19 days has to be shaved down. We also noticed that 12/31/2026 was not added. Jeanne Marie will go back to the staff and ask which holidays they would like to work and bring it back at the next monthly meeting.

8. Financial Report

Chris Leising provided October financial data (expenses) in the Treasurer's Report at this meeting. Chris discussed that we are on track with the operating budget. The emergency fund hasn't changed. There was a deposit from the Borough of \$76,403.10 and checks posted totaling \$13,970.82, with \$4502.18 still outstanding, giving us an ending balance of \$121,381.91. Chris Leising has not yet received October payroll, which Jeanne will get to him. The capital account is at \$14,240.03.

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. She has been using Amazon to purchase books. Barnes and Noble is working on possibly becoming a new provider of books. Jeanne is looking into bumping up our electronic book supply for 2026.

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

Committee Reports

- Personnel and Policy – Did not meet but will need to meet when the civil service updates so that Jeanne Marie can have her review.
- Buildings and Grounds – Did not meet
- Finance – The Finance Committee met. During the meeting Jeanne Marie brought up staff reviews and salary increases. Jeanne Marie stated that we do not pay the staff well and that they are underpaid. Jeanne Marie has proposed a salary increase for all of the staff members. [Lisa Savoia](#) mentioned that the Personnel & Policy committee should meet first and then bring it to the board to vote on it. There was discussion about the increase in our millage for 2026. Per the attorney, Jeanne Marie can perform reviews and make her suggestions to the board in regards to raises. Jeanne Marie brought to our attention that the computers are older and we may want to consider upgrading them. The discussion for having a 3 to 5 year upgrade plan for the computers. At this time a decision was made to table it until a later date until further options are looked at. Chris Leising spoke about the audit and that there are no significant issues. He spoke about the cost of the audit itself and that it was pretty expensive and that the next audit should be at a reduced cost. Chris spoke about possible upgrades to the library in the future. As an example he spoke about the installation of a stair lift or other building upgrades.
- Friends of the Library – Erica Hubler told us that there was a special meeting the day prior that resulted in Xan stepping down as president and Jane Weinermoate stepping into the role as the new president after being voted in. The Friends will be having a meeting next week. On Saturday they will be having a Friendsgiving book swap between 2-5pm. If you bring in a used book you can switch it for a new to you one. Jane will be coming to a meeting with the board soon.

Unfinished Business

- Civil Service Update– Erica Hubler said that emailed Nadine and has not heard back. We are waiting for them to reach out to Jeanne Marie.
- Boiler Inspection– Jeanne Marie said that there have been some minor inspections but no big inspections yet and that she will reach out to them for an update.

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.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Erica Hubler) was approved by all present at 8:05 pm.

The motion to close the public portion of the meeting (Erica Hubler/Michele Brusca) was made at 8:05 pm and approved by all members present.

Announcements

- Our next board meeting will be held on December 11, 2025.

Adjournment

A motion was made to adjourn this meeting (Michele Brusca/Sandy Marion), and all members present unanimously agreed. The meeting was adjourned at 8:05 pm.