

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

09 March 2023

Call to Order

Michele Brusca called the meeting to order at 7:00 pm. The meeting was held via Zoom video conferencing and in person.

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 INDEPENDENT and THE STAR-LEDGER.**

Roll Call

Attendees included Leslie Kotzas, Michele Brusca, Erica Hubler, Chris Leising, Rosemary Besrutschko, Ed Carew, Natalie Lawson Smith, Andrea Block, and Councilperson McNamara (Mayor's Designee). Lisa Savoia and Mayor Araneo were absent.

Approve 09 February 2023 Board Meeting Minutes

The motion to approve the 09 February Board Meeting Minutes (Chris Leising/Andrea Block) was accepted by the Board. Natalie Lawson Smith and Councilperson McNamara abstained from this vote. All other members present voted yes.

Director's Report

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

Building & Equipment

- The Buildings and Grounds Committee met and put together an updated Capital Improvement Plan for the Board to review (see Attachment 1).
- The NACWC (clock organization) has proposed 2 phases for the clock restoration and they can be done in any order.
 - First, take down the historical clock and work on it until it is functional. Put it on display, even if it isn't working.
 - Second, get an electrician to put a modern mechanism on the clock on the front of the building.

The motion to approve removal of the main library clock mechanism from the attic area and placement downstairs for repair of the movement (Ed Carew/Rose Besrutschko) was accepted by the Board. All members present voted yes.

- After consulting with Apollo, the pump in the handicap bathroom is going to need to have the box that operates it replaced for \$2400 approximately.

The Director asked the Board for permission to start talking to the Borough about getting it fixed. The Board agreed.

- The Director has been meeting with landscapers to get quotes for yearly maintenance and an overall redesign plan for the landscaping.
 - **The Director has met with:**
 - Terra Casa Landscaping
 - T.A.D. Landscape and Design
 - Scenic View Landscaping.
- The Director will solicit some additional quotes from women- and Hispanic-owned landscaping companies to ensure that any recommendations for a contract are as inclusive as possible.

Collaborations

- The Historical Society is going to hold 3 lectures here (May, June, & July) as library programs.
- The Garden Club is donating a monthly display of seasonal flowers to the Library. The Library is also co-sponsoring the program Spring Has Sprung – Let's Get Ready to Garden on Wednesday, March 22nd at 7pm at Borough Hall for Garden clean up/seasonal startup.
- The Community Partnerships Class at Central School created their designs for the Teen Space.
- The Friends of the Library have offered to split the amount for an AWE kid's computer. The total price is \$4142.00, meaning the split amount would be \$2,071.

The motion to approve the joint Library-Friends of the Library purchase of children's AWE computer at a cost of \$2071 for each organization (Erica Hubler/Natalie Lawson Smith) was accepted by the Board. All members present voted yes.

Finance

- The Finance Committee met and discussed moving funds from the Library's Operating Budget to the Capital Improvement Budget. The proposal is to move \$10,000 from operating to capital.

The motion to approve the movement of \$10,000.00 from the Library's Operating Budget to the Capital Improvement Budget (Erica Hubler/Chris Leising) was accepted by the Board. All members present voted yes.

- The Borough has sent the first quarterly payment of \$25,000. In May, the Borough will send the rest of the year's budget (excluding salaries) to the Library.

- The Director has increased the Library's Hoopla budget because of patron complaints that they could not check out materials. The budget increase still falls under the amount budgeted for the year. We paid \$800 for Hoopla last year and will pay \$1600 this year.

Grants

- The Director and Michele Brusca attended the Monmouth County Regrant Ceremony for the gift of \$1250 for the purchase of Newspapers.com.
- There is a Level Up Your Library Grant through LibraryLink NJ for \$5,000. The Director is going to write the grant to furnish the teen space with a couch, signs, whiteboard, fairy lights.

Personnel & Policy

- There is a new volunteer that is coming to the Library once a week on Thursday.

Programs

- There are now 2 separate calendars, one for adults and one for youth.
- Highlighted programs for March:
 - Birds & Birdhouses Storytime – Saturday, March 18 at 11am.
 - Making a Herb Garden for Adults – Thursday, March 23, at 4:30pm.

Treasurer's Report

Rose Besrutschko presented the Treasurer's report. No discussion was needed.

Review of Bills & Action to Pay Bills

The motion to pay February 2023 bills (Ed Carew/Natalie Lawson Smith) was accepted by the Board. All members present voted yes.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Chris Leising) was approved by all at 7:45 pm. No one from the public was present. The motion to close the meeting (Ed Carew/Michele Brusca) was made at 7:46 pm and approved by all.

Committee Reports

- Personnel and Policy - Did not meet.
- Buildings and Grounds – Ed Carew presented the revised 2022 – 2025 Capital Improvement Plan for Board review (see Attachment 1). Approval of this plan will be considered at the April Board meeting.
- Public Relations - Did not meet.
- Finance - Rose Besrutschko summarized the Finance Committee meeting that resulted in the proposal and subsequent approved motion to move funds from the Library's Operating Budget to the Capital Improvement Budget.

- Executive Committee - Did not meet.

Old Business

The proposed Shared Services Agreement (SSA) is expected to be reviewed with the Borough's Business Administrator at a future date.

The Board is waiting on receipt of a letter from the Hye family indicating that the Pearl the Mermaid sculpture is officially donated to the Library.

The Director's office door has been installed. The installation of the new front door is expected to be completed in March by C&M Doors.

New Business

New Business items included the 2022 – 2025 Capital Improvement Plan and landscaping quotes. Both were discussed earlier in the meeting.

Announcements

The next monthly meeting was confirmed: 13 April 2023, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Ed Carew/Michele Brusca), and the Board unanimously agreed. The meeting was adjourned at 8:13 pm.

Attachment 1

KEYPORT FREE PUBLIC LIBRARY CAPITAL IMPROVEMENT PLAN FOR 2022-2025

Summary

The Keyport Free Public Library serves all the residents of Keyport, New Jersey. Since 1911, the Library has been an important center of the Bayshore community of 7,240 people. At the end of 2021, the Library had 2,492 members. The Library is open almost 2,500 hours per year. More than 16,000 items were checked out in 2021.

The Library has six employees: one full-time and five part-time. The Library Board is comprised of seven citizen volunteers appointed by the Mayor, along with the Mayor and School Superintendent (or their representatives). The Board meets monthly.

The Library is supported by a State-mandated appropriation from the Borough of Keyport, per capita State Aid, and other funds. In 2022, those funds were \$295,465. In 2023, those fund are expected to be \$342,540.

Capital Improvement Budget & Expenses

The Keyport Free Public Library's 2022 Capital Budget was \$42,721.42 and \$25,423 was spent to improve the Library.

The Capital Budget for 2023 is \$26,000 with \$10,000 transferred from Operating to the Capital Budget.

Making the Library building welcoming to all residents and ADA-compliant is a primary focus of the Library's 2022-2025 Capital Improvement Plan. Projected expenditures of capital funds in 2022-2025 are \$168,010.

This plan is prepared to show projected projects and how funds are being saved and allocated. Each item on the list will follow proper rules establish for bidding, buying, and resolutions. The Director will consult the Library Board of Trustees with estimates of bills and vendors for approval for each item on the list. The items on this list are estimates and can be amended/adjusted based on actual prices and expenditures.

Improvements	Necessity (greatest to lowest) 4, 3, 2, 1	2022 Amount Spent	2023 Estimated Cost	2024
Patch & Painting the adult floor	4	0	\$5,000	
AWE Kids Computer	3	0	\$1,762 (Friends are splitting the cost of \$3,542)	
Refurbish vestibule doors on main floor	3	0	\$1,000 (Paint & supplies were donated by concerned patron)	
Tint windows in downstairs bathroom	2	0	\$200	
Adding changing table to the downstairs bathroom	3	0	\$500	
Replacing drinking fountains in children's room	2	0	\$2000	
Repair the clock to working order	3	0	\$4,000	
Repair pipe banging	3	0	\$1,000	
Improve light in stairs to provide more light	3	0	\$750 (quote from Check Electric)	
Buying & installing a backup system for power (gas or solar)	4	0		\$10,000
Waterproofing the Children's room	4	0		\$30,000
Lift for first floor accessibility	4	0		\$50,000
Purchase new Children's Desk	4	\$14,867		
Putting Door on Director's Office	4	\$2,000		
Buying more seating for Children's Room (chair and a half, chair)	4	\$2,567		
Buying a new robust printer	4	\$2,479		
Buying a sonic wall/firewall protection for the library computer systems	3	\$3,510		s
Total		\$25,423	\$16,212	\$70,000

Updated 2/21/2023