

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

13 April 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, Lisa Savoia (7:12pm), Mayor Araneo, Ed Carew, Natalie Lawson Smith, and Andrea Block..

Approve 09 March 2023 Board Meeting Minutes

The motion to approve the 09 March Board Meeting Minutes (Natalie Lawson Smith/Andrea Block) was accepted by the Board. Lisa Savoia was absent for this vote and Mayor Araneo abstained. 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 Library front door was installed by C&M Door Controls. The invoice and purchase order have been forwarded to the Borough Administrator.
- ☐ The Director has been meeting with landscapers to get quotes for yearly maintenance. The Director would like the Board to select one to maintain the gardens because the landscaping is going to need maintenance very soon.
 - **The Director has met with:**
 - Terra Casa Landscaping - \$2,450
 - Scenic View Landscaping – waiting on quote
 - Zula Landscaping – waiting on quote
 - Mayor Araneo recommended that Leslie also contact the Keyport Garden Club for further suggestions on possible contractors.
 - Mayor Araneo also indicated that Borough owned properties will not be able to contain compost bins/piles, due to safety concerns. The Library will ultimately need to remove our existing compost.

- ☐ The Director has met with the clock repairers and will set up a date to have the clock moved downstairs. They went over space requirements and how the work would be done.
- ☐ The Capital Improvement Plan has been updated and is attached for approval (see Attachment 1).

The motion to adopt the revised 2022 – 2025 Capital Improvement Plan (Erica Hubler/Michele Brusca) was approved. All members present voted yes. Lisa Savoia was absent for this vote.

Collaborations

- ☐ The Garden Club's presentation at Borough Hall was a big success and had a good turnout around 25 people attended.
- ☐ The Garden Club has installed the seed library back at the Library.
- ☐ The AWE computer arrived and was installed in the Children's Room.
- ☐ The Friends of the Library brought up questions on how programs and supplies are paid for if we should have policy for it.

Finance

- ☐ The Finance Committee and the Director have started looking for a new auditor. It is best practice to switch auditors every 10 years.
- ☐ The annual State Aide report was sent to the State Library. The Library typically receives \$4,000 in aide from the State of NJ.

Grants

- ☐ The Level Up Your Library grant from LibraryLinkNJ was submitted and applicants will know if they get the grant on April 24th.

Personnel & Policy

- ☐ The Personnel and Policy Committee met to revise the staff evaluations. The staff will do a self-evaluation as well as be evaluated by the Director.
- ☐ The Library Board Trustee By-laws have been updated. They were given for the Board's review.
- ☐ The Director would like to close the Library on Friday May 12th for Staff Development Day.

The motion to close the Library on 12 May, 2023 for a Staff Development Day (Chris Leising/Ed Carew) was approved. All members voted yes.

Programs

- ☐ In preparation for Summer Reading, the Director would like to put a StoryWalk down by the waterfront. A one page explanation of the StoryWalk was presented to the board

Mayor Araneo indicated that the Borough Council would prefer to choose a different location for it. Michele suggested near the Henry Hudson trail. The Mayor will discuss possible locations with Councilmember Lori Davidson.

- ☐ The Friends asked to provide a Crochet for Beginners Class (as a Library program) in May by the Heather Brady-Miller, (Heather, The Yarnic Arts) for \$100.
- ☐ Highlighted programs for April:
 - 4H Rabbit Meet & Greet – Saturday, April 22nd at 11am
 - Pysanky, the Art of Ukrainian Egg Decorating – Friday April 21st at 4pm.

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 March 2023 bills (Chris Leising/Erica Hubler) 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 7:36 pm. Thomas Hendrickson, 23 Luppataong Avenue, Keyport was present and revisited his proposal from 2022 to paint the Library vestibule doors. The Board agreed that the issue of liability insurance for volunteers still remains, but suggested that Mr. Hendrickson may consider becoming a member of the Keyport Friends of the Library. The Friends have liability insurance for Library-related activities which might be sufficient to support this effort.

The motion to close the meeting (Michele Brusca/Erica Hubler) was made at 7:42 pm and approved by all.

Committee Reports

- ☐ Personnel and Policy – The Personnel and Policy Committee did meet. Results are included in the Director's Report above.
- ☐ Buildings and Grounds – Did not meet. Ed Carew reported that all the gardens have received their spring weeding.
- ☐ Finance - Did not meet.
- ☐ Friends of the Library – The Director and Erica Hubler reported that the Friends have procured a number of Museum passes for use by library patrons.

Old Business

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

The installation of the new front door was completed in March by C&M Doors. Also, Apollo Sewer and Plumbing was called in March to unplug the toilet in the Library restroom.

The Board returned to the discussion of landscaping. The Director proposed that Terra Casa Landscaping be contracted to perform the initial spring cleanup and grass cutting.

The motion to obtain spring landscaping and clean up services for Terra Casa (NTE \$700.00) (Ed Carew/Erica Hubler) was approved. All members voted yes.

New Business

The Board consider acceptance of the revised By-Laws at the next meeting.



Andrea Block presented the results of March's Trustee Check-In. She noted that, during the Library Board Basics Seminar, it was stated that Board Voting Proxies (e.g., Mayoral substitutes) should be sworn in.

Announcements

The next monthly meeting was confirmed: 11 May 2023, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Erica Hubler/Andrea Block), and the Board unanimously agreed. The meeting was adjourned at 8:14 pm.

Attachment 1

KEYPORT FREE PUBLIC LIBRARY CAPITAL IMPROVEMENT PLAN FOR 2022-2025

1.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.

2.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