Keyport Free Public Library Board of Trustees

Library Board Special Meeting Minutes

22 April, 2021

Call to Order

Ed Carew called the meeting to order at 7:00 pm via a virtual Zoom conference due to the Covid-19 pandemic.

Announcement of Compliance with the Open Public Meetings Law

Ed Carew 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 Janet Torsney, Edward Carew, Sue Kleinberg, Rosemary Besrutschko, Chris Leising, Erica Hubler, Leslie Kotzas, Natalie Smith, Lisa Savoia, and Collette Kennedy.

Purpose of Meeting – Ed Carew

Ed started this session by expressing the Board's thanks to Janet Torsney for the excellent service she has provided to the Keyport Free Public Library during her tenure. He then explained the purpose of this special meeting:

- To arrange details for the search for a Library Director and authorize expenditure for that search.
- To arrange for a temporary Director and authorize expenditure for a salary.
- To discuss new information for two new additional library entrance doors.

Plan for Library Director Candidate Search

Prior to discussion of this topic, Leslie Kotzas resigned from the Library Board in order to be considered as a candidate for the position of new Library Director. Her resignation was effective immediately and she left the meeting prior to further discussion or initiation of any motions. Her resignation is considered provisional pending a determination of her eligibility for this position in light of her immediate Board experience. The Board will review the statutes associated with her transition to candidate for Director to determine whether she might need to delay her candidacy after her tenure as a Board member, and if so, for how long.

After Leslie's departure from this meeting, the Board began the discussion regarding candidate search. The Board unanimously accepted the resignation of Janet Torsney from position of Library Director effective 14 May 2021 (Lisa Savoia/Natalie Smith).

The Board unanimously authorized the Library Board Personnel Policy Committee to execute a candidate search for a new Library Director (Sue Kleinberg/Natalie Smith). Chris Leising volunteered to replace Leslie Kotzas on this Committee, and was appointed by Ed Carew to this position. The Personnel Policy Committee will meet on Thursday, 29 April at 10 am to initiate search efforts.

Janet provided the text of the current Library Director job description and the Board made a few minor edits to it during the meeting. The revised job description will be used as the basis for a job posting for this position which will be advertised until a suitable candidate is hired. The Board will review the job description at the May 2021 Board meeting to revise and approve a final version as appropriate.

Mayor Kennedy and the Board will work to develop a RFP for legal counsel support for this hiring activity and future activities as appropriate.

Approval of Candidate Search Expenditures – Roll Call Vote

Candidate search expenditures will be identified by the Personnel Policy Committee. No motion/roll call vote occurred at this meeting for this topic.

Temporary Director Arrangements

Janet volunteered to provide consulting services to the Library (primarily during weekends) on a temporary basis during the period of transition to a new Library Director. The Personnel Policy Committee will develop a proposal for 1099 consulting rates and terms, and the Board expects to produce a resolution for approval of these rates and terms at the May 2021 meeting.

Ed Carew agreed to contact Eileen Palmer of LMxAC to determine if the organization makes available personnel for temporary Library Director support.

Approval of Temporary Director Salary Expenditure – Roll Call Vote

Temporary Director salary expenditures will be identified by the Personnel Policy Committee. No motion/roll call vote occurred at this meeting for this topic.

Addition of Two New Library Entrance Doors

The Board discussed the ongoing NPP support for Library building improvements, including a proposal to provide two new entrance doors (Broad Street and Third Street entrances), and repair of the back plaster wall in the library. They provided a quote of $4900 for this service. The Board authorized expenses for replacement of two Library doors (Broad Street and Third

Street entrances) and repair of plaster on back Library wall (not to exceed $4900) (Ed Carew/Lisa Savoia). Sue Kleinberg voted no on this motion, while the remainder of the Board voted yes.

Public Portion – Open Time to Address the Board

No members of the public were present.

Adjournment

A motion was made to adjourn this meeting (Lisa Savoia/Mayor Kennedy), and the Board unanimously agreed. Meeting was adjourned at 8:20 pm.