

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

09 February 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 Michele Brusca, Erica Hubler, Chris Leising, Rosemary Besrutschko, Lisa Savoia, Mayor Araneo, Ed Carew, and Andrea Block. Leslie Kotzas and Natalie Lawson Smith were absent.

Approve 12 January 2023 Board Meeting Minutes

The motion to approve the 12 January Board Meeting Minutes (Lisa Savoia/Erica Hubler) was accepted by the Board. All members present voted yes.

Director's Report

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

Building & Equipment

- On 2/3/23 the front door's closure broke. The door will be locked and patrons kept downstairs in the case of heavy wind until the door is fixed. The Director has sent out an email asking C&M Doors to install the door sooner. They have replied and will give the Library a temporary fix until the new door is installed.
- Ed and the Director cleaned up the area in the attic where the clock repairers will be working. The Director is working with the clock repairers to get a date to fix the clock.
- The Historical Society has written up information they researched about the clock and those that donated it. It will eventually be put on our website and used at the program to unveil the clock.
- The Garden Club has donated a beautiful display of flowers and placed them in the adults section.

Finance

- The Director and Treasurer did not meet to go over 2022 year-end calculations yet.
- The January 2023 salaries are not in yet.

- The first quarterly payment from the Borough has not been sent to the Library yet.

Grants

- The Director applied for the Will Eisner Graphic Novel Growth Grant which is due on the 12th of February.

Personnel & Policy

- The Director attended the Library Board's Crash Course.
- The staff attended webinars on the use of Libby for ebooks and audio books.
- The Library has joined NJLA as an institutional member for \$325 so that all staff are members and can utilize educational information, committees, and go to the conference as a member.
- The Director also signed up the Library for an ALA membership for \$175 as was necessary for the Will Eisner Grant. However, the staff and the Director has taken multiple courses through ALA and this will give the Library the membership discount for the future.

Programs

- Highlighted programs for February:
 - President's Day Storytime: February 20th at 1pm
 - Adult To Go Craft: February 17th from 10am – 6pm

Treasurer's Report

Rose Besrutschko presented the Treasurer's report. No discussions were needed.

Review of Bills & Action to Pay Bills

The motion to pay January 2023 bills (Rose Besrutschko/Lisa Savoia) 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 7:17 pm. No one from the public was present. The motion to close the meeting (Ed Carew/Erica Hubler) was made at 7:17 pm and approved by all.

Committee Reports

- Personnel and Policy - Did not meet.
- Buildings and Grounds - Did not meet.
- Public Relations - Did not meet.
- Finance - Did not meet.
- Executive Committee - Did not meet.

Old Business

The Shared Services Agreement (SSA) update was discussed. Mayor Araneo indicated that she would follow up on the SSA with the new Borough Business Administrator.

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 2023 Director's Goals provided by Leslie Kotzas were discussed. The Board approved the motion to accept the Goals as provided (Ed Carew/Chris Leising), with all members present voting yes. The 2023 goals are shown in Attachment 1.

The front door operation was again discussed. The door frame has been repaired by C&M Doors allowing the door to be used by patrons during business hours and securely padlocked when the Library is closed. The Director continues to work to have replacement of the front door expedited.

New Business

Michele and Erica attended the Library Journal's "Library Boards Crash Course" with Leslie on Jan 31.

Michele informed the Board of an emergency plumbing issue involving the basement rest room. Michele contacted Cullen Pumps regarding the issue with the macerator pump installed in the rest room, and received a preliminary quote for investigation of the problem. The Board agreed that Apollo Sewer and Plumbing should also be contacted for an additional inspection and repair quote. Michele indicated that she'd contact Apollo the following day.

The Board discussed the proposed 2023 contract received from the Board's legal firm (Cleary Giacobbe Alfieri Jacobs LLC). The Board approved the motion to accept the contract as presented (Erica Hubler/Ed Carew). All members present voted yes.

Announcements

Michele announced the following Committee memberships for 2023:

Personnel & Policy: Michele, Erica, Ed, Chris
Building & Grounds: Michele, Ed, Chris, Natalie
Finance: Rose, Michele, Andrea
Friends : Erica
KBBC : Michele
Historical Society (as needed): Andrea

Executive & Communication committees are no longer formal for now, they will be reconvened if needed.

The next monthly meeting was confirmed: 09 March 2023, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Chris Leising/Erica Hubler), and the Board unanimously agreed. The meeting was adjourned at 7:50 pm.

Attachment 1

Director Goals for 2023

Leslie Kotzas
1/5/23

As the Director of the Keyport Public Library, goals help me to identify areas of improvement and to have a strategic vision for the year going forward.

Goals for the Library

1. Install and utilize the picture rail system donated by the Friends of the Library.

Description: The Friends of the Library generously donated a picture rail system for the Library that will beautify the Library and allow partnerships with other organizations to display their work.

How to track success: Solicit partnerships with art clubs, Keyport Historical Society, the schools, etc. to utilize it and report as to how often it is used.

2. Offer more electronic resources.

Description: While the physical space of the Library is limited, the digital space is completely open to having more resources added to it. This year, the Director will add new and different electronic resources for patrons

How to track success: Track new collection usage through the databases and report to the Board how it is being utilized

3. Training for Equity, Diversity, & Inclusion.

Description: The Director and the staff are committed to making the Library a welcoming place for everyone. In an effort to do so, our own biases and customer service skills should be analyzed and expanded.

How to track success: Sign the staff and Director up for training pertaining to this and report to the Board our successes