

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

08 July, 2021

Call to Order

Ed Carew called the meeting to order at 7:05 pm. A virtual Zoom conference call was held due to COVID-19 considerations.

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 Edward Carew, Sue Kleinberg, Rosemary Besrutschko, Chris Leising, Erica Hubler, Natalie Smith, and Lisa Savoia. Lesile Kotzas and Matt Goode were absent.

Approval of 10 June 2021 Board Meeting Minutes

The motion to approve the Minutes (Ed Carew/Sue Kleinberg) was accepted by the Board, with yes votes by all members present.

Director's Report

Ed reviewed the Director's Report provided by Leslie Kotzas prior to the meeting. Salient points of this report are as follows:

BUILDING/EQUIPMENT

- The water fountain is working without leaks at the present time.
- Both the front door and the children's door have been replaced and are functioning well.
- DPW came and removed the old tables, filing cabinets, etc. that were taking up too much space. They also removed the children's desk because it could not be moved to put the new carpet in, as it was built in place.
- The installation of the carpet has been completed in the Children's room over the linoleum.
- The shed needs to be organized in order to better utilize available space.

- Library solutions has been contacted about getting a new children's desk and shelves for the entry way for new adult books.

CIRCULATION/COLLECTION

- Quarantining materials is going to be stopped as of July 12 when the soft reopening of the library happens.
- There are 11 more library card holders from this past month.

FINANCE/FUNDRAISING

- Leslie needs to be added to the bank account for paying bills.

PROGRAMS

- On June 26th, a soft kick off to Summer Reading 2021 was successfully started.
- Despite the heat, families keep coming to Storytime with Cylvia.

TECHNOLOGY

- Zenith is scheduled to come on July 12th to give a basic run down of the computers and how they operate.

MISCELLANEOUS

- Leslie has prepared a comprehensive Reopening Plan.
- We will need to hire another staff member. Gaps in coverage will be assessed during July.
- NPP ribbon-cutting will take place 31 July. Some proposed ideas for the celebration is to collect photos of the library before the recent renovation as well as historical photos and put them up for the public to see.

Sue Kleinberg raised four questions that Ed Carew will address with Leslie:

1. Provide clarification about the interlibrary loans and borrows process
2. Identify what is happening with book discards
3. Identify the library's masking policy for in-person clientele upon library soft opening on 12 July
4. Determine whether Leslie has access to all old Library Director-related emails and voice mails.

Treasurer's Report

Rose Besrutschko provided the July 2021 Treasurer Report. No discussion was required.

Review of Bills & Action to Pay Bills

The motion to pay July bills (Rose Besrutschko /Erica Hubler) was accepted by the Board. All members present voted yes.

Public Portion

No members of the public were present.

Committee Reports

- Building and Grounds Committee –
 - The Board discussed potential forward movement of the Lease Agreement proposal. The Board decided not to enter into an Executive Session during this meeting to discuss the draft agreement, as members would like to read the proposed agreement through in detail first. The Board subsequently agreed to obtain legal input on whether draft versions of the proposal can be shared among Board members via email.

Old Business

No old business required discussion.

New Business

Ribbon cutting for library building improvements will be held at 11:45 am on 31 July, 2021.

The scarecrow-making contest will be held again this fall. Materials will be for sale to participants on 18 September, with finished scarecrow entries due by 23 October.

Announcements

The next monthly meeting was confirmed: 12 August, 2021, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Lisa Savoia/Erica Hubler), and the Board unanimously agreed. Meeting was adjourned at 8:05 pm.