

# **Keyport Free Public Library Board of Trustees**

## **Library Board Meeting Minutes**

### **October 12, 2023**

#### **Call to Order**

Michele Brusca called the meeting to order at 7:00 pm. The meeting was held in person.

#### **Roll Call**

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

#### **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 ASBURY PARK PRESS AND THE STAR-LEDGER.**

#### **Pledge of Allegiance to the Flag of the United States**

The Board recited the Pledge of Allegiance to the Flag of the United States.

#### **Agenda Review**

Michele proposed adding "2023 Director's Performance Review" under New Business. All of the Board members present accepted the agenda change request.

#### **Approve 14 September 2023 Board Meeting Minutes**

The motion to approve the 14 September 2023 Board Meeting Minutes (Andrea Block/Ed Carew) was accepted by the Board. Rosemary Besrutschko abstained, and Erica Hubler, Lisa Savoia, Mayor Araneo, and Natalie Smith were absent for this vote. All other members voted yes.

#### **Director's Report**

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

##### **Building & Equipment**

- Library volunteer, Tom Hendrickson, has completed many building maintenance tasks.
  - Prepped the walls and began painting the Director's office.
  - Built the stand for the water barrel.
  - Helped vacuum water out of the flooded basement
- The corroded pipe on the boiler was replaced by Coastal. The total was \$1,856. The Library will pass the boiler inspection for next year and the heating system is ready for the winter.

- The Director spoke to Coastal about stopping the pipes from banging. Unfortunately, since the building has settled and the pipes have shifted, small pockets of cold water remain in the pipes. When the steam hits the cold water, the pipes bang. The pipes cannot be converted to hot water because they will leak. The only way to stop the banging is to totally replace all the pipes.
- The inspectors for the air conditioning have approved the electrical and the plumbing.
- The Director contacted the Borough to see if there is a property survey available so that the Library can assess the property line behind the Library. Unfortunately, there isn't one that can be located. The Director will work with the Buildings and Grounds Committee to get a survey done.
- The Director had extra keys of the building made for the Borough. The children's door lock was fixed (something was jammed inside and keys wouldn't work), and the entrance keys were put in the Knox Box by the Fire Chief.
- There was a wasp nest next to the boiler room exit. Viking Pest Control (who took over from Cavanaugh's) came and removed. DPW was made aware of the infestation and the outside of the walls need to be fixed.
- The Library received a written complaint form from a patron because the adult section of the Library is not accessible for those with disabilities. This is discussed further below in Committee Reports.

### **Collaborations**

- Friends of the Library
  - The Director has been posting events as she receives them on social media and sharing reels.
  - Flyers for the events have been posted in the Library.
  - The Director has made sure correspondence to the Friends has reached them.
  - For the Scarecrow Fundraiser, the Friends utilized space in the adult section to sell scarecrows. The Friends extended their deadline for the scarecrow contest by one more Saturday.
  - In celebration of Friends week, the Friends are creating goodie bags for the Tots & Tales program and giving a speech at it. They are paying for an adult craft and they are putting a sign outside stating, it is Friends Week.
- Schools
  - The Director attended Back to School Night.
  - The Director attended Bilingual Advisory Night.
  - The Art Club Advisor contacted the Director about having art hung in the Library in November.
  - The discarded bilingual children's books were given to the ESL teachers at Central School.
  - The Director is working with Stephanie Voit to get new students digital library cards.
  - The Director has been working with the Superintendent to help with the teen boys who are being disruptive.
- Creative Operations
  - The Director has partnered with the organization Creative Operations on their upcoming event.
  - Description: Explore the heart of Americana music with Creative OPERations, as our concert series seamlessly blends folk, spirituals, blues, bluegrass, American opera, and classical music. Immerse yourself in art, music, and history through multidisciplinary artist Mary Ann McKay's "Silent Voices Series," vividly capturing the industrial age alongside songs inspired by the industrial revolution.

Each concert will kick off with a brief pre-concert discussion exploring the history behind Americana music and a look at the research and creative process behind multidisciplinary artist Mary Ann McKay's "Silent Voices Series."

In anticipation of the upcoming concert series in November, be sure not to miss our captivating exhibitions, commencing in October, through our collaborative efforts with the Red Bank Public Library, Keyport Public Library, Matawan-Aberdeen Public Library, and the Matawan Historical Society. These exhibitions will seamlessly interweave Mary Ann's artistic works with their historical contexts, delivering an exceptionally immersive experience.



- 
- The Garden Club is having trouble finding a meeting place. The Director has offered to allow them to use the Library for their meetings, but after the Library closes on Mondays or Thursday at 7pm. One of the staff or a trustee can show them in and help set up. There will be no library services available at this time.

Ed Carew offered to open the Library for the Garden Club meetings as needed.

### Electronic Resources

- The World Book Databases have not been very popular. The Director is looking for reduce our subscription and also add another resource. Here are some of the options:
  - Creative Bug – for crafts, sewing, knitting, etc.
  - Bookflix by Scholastic – online books for kids.
  - LinkedIn Learning – online courses for adults to learn new skills.

### Finance

- The NJFY2023 Per Capita State Aid Payment is \$3,966. It should arrive between now and November 4<sup>th</sup>. It will be sent to the Borough CFO and then to the Library. If this program was fully funded by the legislature, it would be \$9,005.
- The Director has received 2 donations (\$150) from patrons because of excellent customer service from the staff. The Director would like permission to spend those funds on the staff.

The Board approved the Director's use of these funds for the staff.

### Grants

- The Director is going to apply for the Monmouth Regrant Program again this year, however, the focus will be on getting the street facing clock working and any repairs or supplies needed for the historical clock.

### Personnel & Policy

- The 8<sup>th</sup> grade boys who have been coming to the Library have not improved their behavior. At the moment, the Director has restricted their use of computers and they are only allowed to hang out downstairs. The Director is interested to know what other solutions exist that can be implemented.

Per discussions with the Personnel and Policy Committee, Lisa Savoia, and the Keyport Chief of Police, library personnel can call the police for assistance if these issues persist.

- The librarians and director have been accepted into the Building Equity-Based Summer project. Participants will be part of 8 virtual sessions and complete 2-5 hours of work outside of the sessions. The Library will receive a \$500 stipend at the end of the sessions for summer programs.

### **Programs**

- Library Card Sign Up Month went well, with 18 new library cards. The winner of the passes to Urban Air were announced.
- Highlighted programs for October:
  - An Evening with the Parlour, Oct. 25, 6pm-7:30pm.
  - Bedtime Storytime, Oct. 18, 6:30pm.

### **Treasurer's Report**

Rose Besrutschko provided the Treasurer's Report. No discussion was required.

### **Review of Bills & Action to Pay Bills**

The motion to pay September 2023 bills (Chris Leising/Andrea Block) was approved by all members present.

### **Committee Reports**

- ☐ Personnel and Policy – The Personnel and Policy Committee did not meet
- ☐ Buildings and Grounds – The Building and Grounds Committee did not meet. However, building access was discussed because of a patron complaint received regarding the library entrances (while the side entrance is ADA compliant, the front entrance is not). Modification of the front entrance to be ADA compliant will be considered in the development of 2024's capital plan/budget.
- ☐ Finance – The Finance Committee did not meet
- ☐ Friends of the Library – the Friend added an additional weekend to the deadline for the Scarecrow Contest signup, due to bad weather affecting multiple September and October weekends.

### **Unfinished Business**

- ☐ The proposed Shared Services Agreement (SSA) is in review with the Borough attorney.

### **New Business**

- ☐ Trustee Check-In did not occur this month

- 2023 Director's Performance Review – individual Board members will complete the Performance Review template (to be provided by Michele Brusca), and return it to Michele on, or before, the November Board meeting. The Personnel and Policy Committee will meet after the November Board meeting to compile the results and provide recommendations to the Board at the December meeting.

### **Public Portion**

The motion to open the meeting to public comments (Ed Carew/Michele Brusca) was approved by all at 8:01 pm. Tom Hendrickson, 23 Luppataatong Avenue, Keyport was present and briefly described how the First Baptist Church of Keyport provides ADA access. The motion to close the public portion of the meeting (Ed Carew/Michele Brusca) was made at 8:04 pm and approved by all present.

### **Announcements**

The next monthly meeting was confirmed: November 9, 2023, at 7:00 p.m. This meeting will be in-person, with a Zoom link provided for virtual attendance if requested by one or more Board members.

### **Adjournment**

A motion was made to adjourn this meeting (Andrea Block/Rosemary Besrutschko), and all members present unanimously agreed. The meeting was adjourned at 8:05 pm.