



**Keyport Free Public Library
Board of Trustees Library Board Meeting Minutes
August 14, 2025**

Call to Order

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

Roll Call - Sandra Marion

Attendees: Jeanne Marie Ryan, Michele Brusca, Erica Hubler, Chris Leising, Andrea Block, Sandra Marion, and Trish Burns.

Absent: Mayor Araneo, Lisa Savoia, Alexandra Walczak

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

The agenda was accepted by the Board as proposed.

Approval of July 10, 2025 Board Meeting Minutes

A motion was made to approve the July 10, 2025 Board Meeting Minutes. All members agreed. (Erica Hubler/Sandra Marion) was accepted by the board.

7. Director's Report

Jeanne Marie Ryan presented the Director's Report. The salient points of this report are as follows:

Updates

The Color Our World Summer Reading is going well with a wide variety of programs-highlights from July included an author talk for adults, Toddler Time having a duck visit, and a presentation on Amazing Minerals from the Rutgers Geology Museum. The Keyport Recreation Camp also visited twice and the Abundant Life Child Development Center visited the library once. The photoshoot for the website took place in July. Website updates are ongoing. The statue that was donated to the library has been placed in the rock garden. Jeanne Marie Ryan attended a virtual strategic planning meeting for STELLANJ on July 21. Mike Lorah and Jeanne Marie Ryan attended the Blacktop Bash at the Keyport School on July 31. Christine George, Jayme Gold, Rose Keith, Mike Lorah, Sue Mulligan, Barbara Raftery, and Stacey



Wilson are all working together to provide great service for library users. The auditor and I discussed the updated financial spreadsheet and he is comfortable with me using it.

Building and Equipment

The DPW are coming to change lightbulbs and check one or two other things. Ed and Nancy Carew are maintaining the gardens.

DPW came to see the lights but had to go to the hardware store to replace the needed lights, but have not yet returned to change them.

Ed & Nancy cut back the overgrowth that blocked the walkways on the property.

Programs

July 1-31-Painted Bricks Book Cover Display/Contest (All ages) 5

July 1, 8, 15, 22, 29-Toddler Time (Youth) 49A/59C/8T

July 1-Vision Board-(Adult) 0

July 2, 9, 16, 23, 30-Color Our World Wednesdays Summer Reading Club-(Youth) 10A/8T/35C

July 2-Color Our World Family Night (All ages) 2A/1C

July 3, 10, 17, 24, 31-(Youth) Games Galore 3C

July 7, 22-Teen Advisory Board-17

July 11, 18, 25-Take'N'Make Crafts (Youth) 60C

July 16-(Adult) Author talk 14A/1C

July 23-(All ages) Amazing Minerals 8A/5T/5C

July-assorted dates-Pop Up Program (Youth) 20

Jeanne Marie and Board agreed to look into bringing back paper copy calendars of programs and events.

Use

There were 1,062 visitors to the library in July. There were 1,738 checkouts and renewals. There were one hundred and thirty-three Hoopla circulations (88 audiobooks, 35 E-books, 4 comic circls, and 6 movie and TV circls, among others). Patrons used the STELLA app two hundred and six times. Two hundred and twenty-two people used the computers, and one hundred and fifty questions were asked (sixty-seven via phone).

Partnerships

The Garden Club puts an arrangement in the library every month. Ten volunteers spent 113 hours in total volunteering at the library. The library is holding an art display/contest of bricks painted as book covers with the Art Society of Keyport. The Friends of the Library continued Blind Date With A Book sale (the summer version!), for both adults and youth.

Item Circulation By Collection	
From 7/1/2025 To 8/1/2025	
Keyport Free Public Library	

	Items	Checkouts	Renewals	Total Renewals and Checkouts
	7	4	5	9
Adult Collection	2	2	0	2
Adult Fiction	340	255	159	414
Adult Media	131	140	80	220
Adult Nonfiction	97	63	53	116
Adult Periodicals	15	15	15	30
Juvenile Fiction	592	454	281	735
Juvenile Media	29	30	18	48
Juvenile Nonfiction	86	80	47	127
Library of Things	2	2	0	2
Teen/YA Fiction	25	18	17	35
Total For Organization:	1326	1063	675	1738

-End of the Director's Report-

8. Financial Report

At this meeting, Chris Leising provided June and July financial data (expenses) in the Treasurer's Report. The attempt is to only be delayed by one month in delivering financial data. Chris stated the July line of the bank tracker was off by \$162 due to a deposit that had not been completed. As per Chris, we are still in great shape financially.

Jeanne Marie and Chris will be working to merge their spreadsheets. The audit has been completed and the full report is expected to be next month.

As per Jeanne Marie, she has still not been able to meet with the new CFO.

9. Review of Bills & Action to Pay Bills

The motion to pay the July 2025 bills (Erica Hubler/Michele Brusca) was approved by all members present.

10. Committee Reports

- Friends of the Library – The group did not meet this month as they are now on a quarterly meeting schedule. Current discussions are underway regarding their upcoming Scarecrow Contest event, participation in the fall yard sale, and the Mystery Book Sale.
- Personnel and Policy – Have not met. Will meet once Civil Service provides an update for Jeanne Marie's evaluation.
- Buildings and Grounds – Did not meet.
- Finance – Have not met. Will schedule a meeting once the audit report arrives to discuss.



Unfinished Business

- Web Page Update- Pictures were taken in July and hoping the website will be complete.
- Assignment of Committees- Michele Brusca assigned board members to their committees
- Civil service update- Erica will email Nadine to find out the status as the listing closed in July.
- 2023 & 2024 Audit Findings/Recommendations – Full reports are pending.
- Boiler Inspections – Not completed/Inspector has not returned.

New Business

- Trustee Check-Ins: No check ins have been done this month.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/ERICA Hubler) was approved by all present at 7:44 pm.

The motion to close the public portion of the meeting (Michele Brusca/ Erica Hubler) was made at 7:44 pm and approved by all members present.

Announcements

- The next regular Board meeting will be held on September 11th 2025 at 7:00 pm. This meeting will be in-person, with a Zoom link provided for virtual attendance if requested by one or more Board member
- Jeanne Marie announced that on September 5th, the Library would be hosting a Back To School ice cream truck from 3:15 – 4:30PM. Advertisements will be starting next week. She will also reach out to the Friends of the KFPL to see if they would like to partner up.
- Jeanne Marie mentioned the State Library will be paying a visit to the library on September 11th.

Adjournment

A motion was made to adjourn this meeting (Michele Brusca/Sandra Marion), and all members present unanimously agreed. The meeting was adjourned at 7:45PM.