

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

September 14, 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, Erica Hubler, Chris Leising, Lisa Savoia, Ed Carew, Natalie Lawson Smith, Mayor Araneo, and Andrea Block. Rosemary Besrutschko was 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

The Board accepted the agenda as presented.

Approve 10 August 2023 Board Meeting Minutes

The motion to approve the 10 August 2023 Board Meeting Minutes (Erica Hubler/Natalie Lawson Smith) was accepted by the Board. Mayor Araneo abstained, and Rosemary Besrutschko was 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:
 - Painted the children entrance railings.
 - Hung another rail of the picture rail.
 - Made a curtain for the staff room.
 - Working on rebuilding the water barrel platform.
- The air conditioning unit has been installed. There was a slight increase in the price because of the supply and return side needed to be enlarged. It was 3 hours of labor and \$350 worth of materials. Total increase was \$680. The Director consulted with the Buildings and Grounds Committee before making the decision to pay the additional fee.

- Tom Bogart, the volunteer for the clock repair, met with the Director and is ready to get started on the steps to bring the clock downstairs.
- The Baby Changing Table was purchased and DPW was notified that it can be installed at their convenience.

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.
 - The Director attended the last Friends meeting to enable better communication.
 - The Friends gave the Personnel & Policy Committee and Director their feedback on the Friends of the Library Policy.
- Tiffany's Vintage Closet requested permission to use the Library as a backdrop for taking photos.
- The Community Partnerships teacher received 3 huge pumpkins and some produce to show the students how well the vegetable garden is doing.
- Volunteers from the food pantry have been coming to the Library and picking up tomatoes, peppers, and zucchini for the pantry.

Grants

- The Director is applying for the Wi-Fly Digital Inclusion grant that will supply the Library with laptops and hotspots for patrons to check out. Deadline is Sept. 30.

Personnel & Policy

- The Personnel & Policy Committee and the Director received feedback on the Friends of the Library Policy and have updated the document. The policy has been submitted for the Board's review.
- The Personnel & Policy Committee Discussed the Application of Use and wanted to update that policy and procedure. The Director reached out to the Borough Administrator to make sure the Library's policy is up-to-date with the Borough.
 - The Borough should receive a copy of all applications and certificates of insurance for any outside agency using the premises. The Certificate of Insurance should name both the Library and The Borough of Keyport. That information should be sent to Denise Nellis, who will keep record with the clerk, Michele Clark.
 - There should be a signature line for Borough Official as an initial signature required.
 - There should also be a Hold Harmless agreement within the application document.

Programs

- Summer Reading Statistics 2023:
 - Adults
 - Participants – 54
 - Number of books read - 236
 - Teens
 - Participants – 6
 - Number of books read - 230
 - Kids
 - Participants – 98
 - Number of books read - 1010
- The Storywalk was taken down after the End of Summer Reading Celebration. The Director is contemplating other uses of a Storywalk since the plastic signs are reusable.
- The Director and two staff have been signed up for Building Equity-Based Summer Initiative that is run by the State Library. BEBS is a national learning initiative focused on assisting public library staff in gaining the skills necessary to work with systematically marginalized communities as part of the summer services programming.
- To better reach teens, the Library is starting a Teen Advisory Board (TAB) where teens can get volunteer hours for giving the Library feedback on what programs or books the Library.
- The ESL program for 2 weeks went really well. New families to the area joined and the Library hopes to build on it for future programming.
- Highlighted programs for September:
 - Painting with Nussara – Wednesday, September 20th at 6pm
 - Bedtime Storytime – Wednesday, September 20th at 6:30pm

The Summer Reading Stats 2022:

- *Adults*
 - *Participants - 67*
 - *Number of books read – 318*
- *Teen*
 - *Participants - 7*
 - *Number of books read - 102*
- *Kid's*
 - *Participants - 75*
 - *Number of books read - 1275*

Treasurer's Report

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

Review of Bills & Action to Pay Bills

The motion to pay August 2023 bills with adjustments as discussed (Ed Carew/Natalie Lawson Smith) was approved by all members present.

Committee Reports

- ☐ Personnel and Policy – The Personnel and Policy Committee met in September, and addressed maintaining suitable teen behavior during library visits, eliminating age restrictions on DVD checkout, and modifications to the proposed Friends Policy, as reported in the Director's Report above
- ☐ Buildings and Grounds – The Building and Grounds Committee did not meet
- ☐ Finance – The Finance Committee did not meet
- ☐ Friends of the Library – Discussions with the Friends included planning for the upcoming Scarecrow Contest, October and November fund raising efforts, and upcoming delivery of the teen area couch (expected in December)

Unfinished Business

- The proposed Shared Services Agreement (SSA) is in review with the Borough attorney
- New Policies
 - Resolution to allow hybrid Board meetings (in-person combined with Zoom virtual capabilities). The Board discussed amending this policy (which was approved by the Board at the August 2023 meeting) to require a 24 hour notice by a Board member for request of a Zoom connection

The motion to accept this modified resolution to allow hybrid Board meetings (in-person combined with Zoom virtual capabilities) for Board member Zoom participation only as needed, with a 24 hour minimum notice (Lisa Savoia/Andrea Block) was approved by all Board members present.

- Friends of the Library. The Board discussed the proposed Friends Policy document, including changes to formatting and grammar.

The motion to accept the revised Friends Policy document (Erica Hubler/Michele Brusca) was approved by all Board members present.

Trustee Check-In did not occur this month.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Erica Hubler) was approved by all at 7:46 pm. Eileen Koutnik-Fotopoulos of the Friends of the Library was present, but did not need to provide any comments at this session. The motion to close the public portion of the meeting (Ed Carew/Erica Hubler) was made at 7:46 pm and approved by all present.

Announcements

The next monthly meeting was confirmed: October 12, 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, in accordance with the approved resolution.

Adjournment

A motion was made to adjourn this meeting (Erica Hubler/Andrea Block), and all members present unanimously agreed. The meeting was adjourned at 7:47 pm.