Keyport Free Public Library Board of Trustees

Monthly Meeting Minutes

October 5, 2026

PLEASE NOTE: THIS MEETING WAS HELD IN PERSON

Agenda Items:

1. Call to Order-Erica Hubler 7:02
2. Roll Call- Andrea Block

   Erica Hubler, Sandra Maron, Andrea Block, Alexandra Walczak. Mariadonna Litwak, Jeanne Marie Ryan. Absent, Chris Leising
3. Announcement of Compliance with the Open Public Meetings Act

"In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., as amended, adequate notice of this meeting has been provided. The schedule of regular meetings for the 2026 calendar year, including the time and location, was prominently posted on the library website at www.keyportlibrary.org on September 28, 2026 and remained posted for at least one week."

4. Pledge of Allegiance to the Flag of the United States
5. Agenda Review
6. Approval of minutes of Sept 10, 2026 Board Meeting-

   Motion: Alexandra Walczak

   Second: Mariadonna Litwak

   all present approved

7. Director's Report-Jeanne Marie Ryan

2026 September Director's Report
Keyport Library Board of Trustees Meeting
October 2026

Updates

The Keyport Library received a Tischler Grant from the New Jersey State Library, and has received the $3,000 check. It has been deposited in the bank, and so has the $1,000 check from the Friends of the Library. Alice Balzarini, Christine George, Jayme Gold, Rose Keith, Sue Mulligan, Barbara Raftery, and Stacey Wilson are all working together to provide great service for library users. Christine George and Jeanne Marie Ryan will be attending STELLACON in October.

Building and Equipment

The Building and Grounds Committee met on September 1st. The borough engineer and a lighting supplier also came to the meeting and shared some lighting options with us. I also placed a call to Terra Casa, but they haven't called back. The basement took on a little water doing the Nor'easter, so the library was closed on Monday, September 28th.

Programs

September 14-30 Homework Hall (Youth) 6
September 14, 21 Maker Mondays (Youth) 4
September 15, 22, 29 Toddler Time (Youth) 15C/13A
Mah Jong (Adult) 26
September 16, 23, 30 Books and Beyond (Youth) 6C/7A
September 17, 24 Games Galore (Youth) 8C
September 18, 25 Take'n'Make Craft (Youth) 30
September 19 Family Fun (All ages) 0
September 23 Family Night (All ages) 0
September 25 Program for Home Schoolers 8C/5A
September 29 Community Paint (All ages) 0

Use

There were 1,051 visitors to the library in September. There were 1,174 checkouts and renewals. There were 120 Hoopla circulations (2 movie circs, 79 audiobooks, 27 E-books, 10 comic circs, 2 TV circs). Patrons used the STELLA app 190 times. One hundred and three people used the computers, and fifty-seven questions were asked (thirty-one via phone).

Partnerships

The Friends of the Library met here on the second Tuesday in September. The Garden Club puts an arrangement in the library every month. This year's arrangements have a patriotic theme in honor of the sesquicentennial. Two different Girl Scout troops are meeting in the library-the first one started the last week in September. The Arts Society of Keyport is partnering with the library with their painted rock program, and is also planning to hold a scrapping event at the library in October. Three volunteers put in thirty-five hours.

Keyport Free Public Library

	Items	Checkouts	Renewals	Total Renewals and Checkouts
<None>	1	0	2	2
Adult Collection	14	12	4	16
Adult Fiction	339	249	163	412
Adult Media	46	44	40	84
Adult Nonfiction	78	47	59	106
Adult Periodicals	8	8	10	18
Juvenile Fiction	317	173	264	437
Juvenile Media	7	5	4	9
Juvenile Nonfiction	26	14	19	33
Library of Things	1	2	0	2
Teen/YA Fiction	38	17	35	52
Teen/YA Nonfiction	1	1	0	1
Tween Collection	1	0	1	1
Tween Fiction	1	0	1	1
Total For Organization:	878	572	602	1174

8. Financial Report- Reviewed treasurer's report and it all looks within range
9. Review of Bills & Action to Pay Bills-
   Motion: Sandra Marion
   Second: Erica Hubler
   all present approved

10. Committee Reports
    - Personnel and Policy- met with director on Oct 2 to discuss director's review.
    - Building and Grounds- did not meet
    - Finance- did not meet
    - Friends of the Library- books and bling sale raised $1000. Scarecrow Contest, trunk or treat Oct 25, roaming readers continues, craft night Oct 13, Holiday Bazaar Dec 5.
11. Unfinished Business
    - RFP for lighting- in progress
    - other improvements- coffee maker is now in the staff lounge (building and grounds needs to meet for items)
    - Grounds maintenance - in progress
12. New Business
    - Director's 80 Day Evaluation : Resolution
      Motion: Erica Hubler
      Second: Sandara Marion
      all present accepted

- Millage came out and increased. Director is suggesting salary raises for staff.
- Director is requesting a Special Projects Librarian for up to 10 hours weekly, salary capped at $27 per hour. Director will provide a job description.

New Policies for Freedom to Read will be sent to the state

- Keyport Library Collection Development Policy
- Keyport Library Model Request for Removal/Reconsideration of
- Library Material Form and Procedures

13. Public Portion-Open Time to Address the Board
    motion to open :
    Time: 7:59
    Motion: Erica Hubler
    Second: Lisa Savoia

    Samantha Painter
    Interested in being on the Library Board and has submitted volunteer form to the Boro

14. Closing Public Session
    time: 8:03
    Motion to close : Lisa Savoia
    Second: Alexandra Walczak

15. Closed Session (IF NEEDED)
16. Action on Closed Session Items (IF NEEDED)
17. Board Comments/Announcements
18. Confirmation of Next Meeting; Nov 12, 2026
18. Adjournment Motion

    time: 8:10

    motion: Alexandra Walczak

    Second: Sandra Marion

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