

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

14 November, 2024

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, Jeanne Marie Ryan, Michele Brusca, Erica Hubler, Chris Leising, Rosemary Besrutschko, Lisa Savoia, Mayor Araneo, Andrea Block, and Sandra Marion.

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.

Approve 10 October 2024 Board Meeting Minutes

The motion to approve the 10 October 2024 Board Meeting Minutes (Andrea Block/Erica Hubler) was accepted by the Board. Mayor Araneo abstained. All other members voted yes.

Approve 23 October 2024 Special Board Meeting Minutes

The motion to approve the 23 October 2024 Special Board Meeting Minutes (Andrea Block/Erica Hubler) was accepted by the Board. Mayor Araneo and Lisa Savoia abstained. 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

- The clock has been cleaned and repaired by the National Association of Clock and Watch Collectors. It is on display in the entryway.
- Walling Locksmith rekeyed the Director's office door because the keys were misplaced.
- The Director has completed the last part of the LTC grant for the door by installing Accessible Entrance signs at the front of the building and at the 3rd street entrance. There is \$35 left to spend on fliers to promote it.

Collaborations

- Arts Society
 - The pet memorial installation was vandalized so it will be removed the property until the Arts Society decides what to do. A police report was filed. The Board discussed the Borough's plans for installing security cameras at other Borough properties and agreed on the desirability of having them installed at the library as well.
- Garden Club
 - The Garden Club puts a thematic arrangement in the Library each month.
- Friends of the Library
 - The Director has been posting events as she receives them on social media and sharing reels.
 - The Director has made sure correspondence to the Friends has reached them.
 - The Director is now sorting and discarding books that have been leftover from the sale so that the shed it not filled.
- Keyport Public Schools
 - The Director hosted 9 classes from the elementary school, grade k-2, over the course of 3 weeks.

Personnel and Policy

- The Personnel & Policy Committee have offered the Director position to Jeanne Marie Ryan and she has accepted. Her starting salary is \$92,000 and her start date is January 1st, 2025.
 - The motion to accept Resolution 2024 11-14-01, Hiring of Jeanne Marie Ryan, MLS as Keyport Free Public Library Provisional Director (Sandra Marion/Michele Brusca) was approved by all members
- Leslie Kotzas has offered to consult for the last two weeks of November at a rate of \$50.56 per the NJLA guidelines.
 - The motion to accept Resolution 2024 11-14-02, Consulting by Leslie Kotzas, MLIS (Erica Hubler/Rosemary Besrutschko) was approved by all members
- Jean Marie Ryan has also offered to consult for the month of December for the rate of \$50.56 per hour.
 - The motion to accept Resolution 2024 11-14-03, Consulting by Jeanne Marie Ryan, MLS (Andrea Block/Erica Hubler) was approved by all members
- The holiday schedule has been prepared and is available for review.
 - The motion to accept Resolution 2024 11-14-04, Holiday Dates for 2025 (Erica Hubler/Andrea Block) was approved by all members
- Due to the Director's early leave, some of the staff have not been able to take the rest of their vacation time. Would the board consider allowing them to roll over their vacation time to the new year or until April 30th.
 - The motion to allow employees to roll over up to five days of vacation (to be used by March 31, 2025) (Sandra Marion/Erica Hubler) was approved by all members.

Programs

- Highlighted programs for November:
 - Thankful Wheel Drop-in on Wednesday, November 27th from 2:30-7:30pm.
 - DIY Recipe Book on Wednesday, November 13th from 3pm-7:30pm.

Treasurer's Report

Rose Besrutschko provided October financial data in her Treasurer's Report at this meeting. No questions arose regarding her report.

Review of Bills & Action to Pay Bills

The motion to pay the October 2024 bills (Sandra Marion/Andrea Block) was approved by all members.

Committee Reports

- ☐ Personnel and Policy – Personnel and Policy met during November to conduct Provisional Director candidate interviews
- ☐ Buildings and Grounds – The Building and Grounds Committee did not meet
- ☐ Finance – The Finance Committee will meet immediately after adjournment of this meeting
- ☐ Friends of the Library – The Friends of the Library had a successful Jamm Pops fundraiser on November 6th.

Unfinished Business

- ☐ Shared Services Agreement Update: waiting on a response from the Borough Attorney
- ☐ Vacant Board Seats/Officer Positions: Sandra Marion and Chris Leising have volunteered to assume the Secretary and Treasurer positions in 2025, respectively. No Trustee applications are pending for the seat vacated Anne Marie Reedy (a 4-year term) or the 1-year term vacancy that will exist when Rose Besrutschko leaves this year.

New Business

- ☐ Trustee Check-Ins: No trustee check-in occurred this month. Trustees are encouraged to view this month's Check-In, as it addresses Shared Service Agreements
- ☐ Provisional Director Candidate Offers/Negotiations: completed
- ☐ 2025 Library Closure Schedule: covered in Director's Report
- ☐ 2025 Board Meeting Schedule: to be covered in December Meeting
- ☐ 2025 Staff Salary Increases: to be covered in December Meeting.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Erica Hubler) was approved by all present at 7:38 pm. Barbara Raftery (Keyport Library employee) was present. No input was made by the public. The motion to close the public portion of the meeting (Erica Hubler/Michele Brusca) was made at 7:38 pm and approved by all members.

Announcements

The next regular Board meeting will be held on 12 December, 2024 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 members.

Michele Brusca will not be in attendance for the next meeting.

Michele Brusca led the Board in providing Leslie Kotzas commendations for her excellent tenure as the Director of the Keyport Free Public Library. The entire Board wishes her well in her new endeavors.

Adjournment

A motion was made to adjourn this meeting (Sandra Marion/Andrea Block), and all members present unanimously agreed. The meeting was adjourned at 7:43 pm.