



Keypoint Free Public Library Board of

Trustees Monthly Meeting Agenda

February 10, 2026

Agenda Items:

**PLEASE NOTE: THIS MEETING WILL BE
HELD IN PERSON**

1. Call to Order - Erica Hubler

2. Roll Call – Andrea Block

Erica Hubler, Sandra Marion, Andrea Block, Chris Leising, Alexandra Walczak, Mariadonna Litwak, Rose Araneo, Lisa Savola - all present

3. Announcement of Compliance with the Open Public Meetings Act

• **Sunshine Law: 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.**

If necessary, the Board will go into Executive Session to discuss personnel actions. The matters discussed will be made public if and when action confidentiality is no longer required, and action pursuant to said discussion shall take place only at a public meeting. Action will be taken upon return to Open Session.

4. Pledge of Allegiance to the Flag of the United States

5. Agenda Review

6. Approval of Minutes of January 15th, 2026 Board Meeting –
Motion: Chris Leising
Second: Alexandra Walczak
Motion passed unanimously

7. Director's Report – Jeanne Marie Ryan

Updates

On January 14, Jeanne Marie Ryan met with the Personnel Committee to discuss protocols for when staffing is inadequate to cover the building and also attended a meeting with Dr. Lisa Savoia and Alyssa Buttacavole about the early literacy grant. Christine George, Jayme Gold, Rose Keith, Sue Mulligan, Barbara Raftery, and Stacey Wilson are all working together to provide great service for library users. With Mike Lorah's last day being December 29, 2025, it is time to consider hiring another person.

The library was closed on January 26 due to the snow storm and opened from 10-5 on January 27 due to a combination of weather and staffing issues. New Jersey State Librarian Jen Nelson asked Jeanne Marie Ryan to attend the Chief Officers of State Library Agencies event in Washington, D.C., in the first week of March. I am requesting that the Board of Trustees grants me the time to attend this event. A Memorandum of Understanding needs to be signed with the Keyport School District in reference to the early literacy grant.

Building and Equipment

The Department of Public Works has been doing an outstanding job keeping the building paths clear. The Building and Grounds Committee needs to assess work that may need to be done on the building. In addition to routine maintenance, there are possible issues that should be looked at-including lighting and that the floor on the lower level is intermittently slippery. The wood around some of the windows outside seems to be compromised.

Item Circulation By Collection

Keyport Free Public Library

	Items	Checkouts	Renewals	Total Renewals and Checkouts
<None>	1	1	1	2
Adult Collection	4	3	1	4
Adult Fiction	279	216	147	363
Adult Media	58	50	50	100
Adult Nonfiction	89	63	52	115
Adult Periodicals	5	5	8	13
Juvenile Collection	2	1	2	3
Juvenile Fiction	361	247	186	433
Juvenile Media	12	13	8	21
Juvenile Nonfiction	50	35	25	60
Teen/YA Collection	10	10	0	10
Teen/YA Fiction	9	6	7	13
Teen/YA Nonfiction	2	1	3	4
Tween Fiction	1	0	1	1
Total For Organization:	883	651	491	1142

Motion: Post position for up to 16 hours of for Library Assistant(s)- Lisa Savola

Second: Rose Araneo

Motion passed unanimously

Motion: Jeanne Marie Ryan has been asked to attend the Chief Officers of State Library Agencies event in Washington, D.C., in the first week of March, and is requesting 2.5 days to attend

Rose Araneo

Second: Erica Hubler

Motion passed unanimously

Motion: Memorandum of Understanding between the Keyport School District and the Keyport Public Library- Sandra Marion

Second: Mariadonna Litwak

Motion passed. The superintendent abstained

8. Financial Report – Chris Leising

Chris Leising provided January financial data (expenses) in the Treasurer's Report at this meeting. Chris Leising discussed that we are on track with the operating budget.

Bank signatories were updated to the current treasurer and president.

9. Review of Bills & Action to Pay Bills – Action to Approve and Pay Bills

Motion: Sandra Marion

Second: Mariadonna Litwak

Motion passed unanimously

There was a discussion of when and who is able to make calls to a lawyer, concluding with the decision that the president, vice president or the secretary can contact the attorney only after getting the approval of another executive member. Questions to the lawyer should be in writing.

10. Committee Reports

- Personnel and Policy - did not meet in Feb. Will meet to solidify the process for staffing emergencies and review the director's goals.
- Building and Grounds - have not met, but will meet before the next meeting
- Finance - needs to meet
- Friends of the Library - did meet. They had to postpone the event due to snow and freezing temperatures. 12 people originally signed up but 4 people attended the rescheduled event

11. Unfinished Business

- Civil Service - good news . Jeanne Marie is only the applicant on the certified list.
- Barnes and Noble - we are attempting to find the library's tax free number, but will use the Borough's if need be

