

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

May 9, 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, Michele Brusca, Erica Hubler, Chris Leising, Rosemary Besrutschko, Lisa Savoia, Andrea Block, and Sandra Marion. Mayor Araneo and Tom Hendrickson were 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 agenda was accepted by the Board as proposed.

Approve 11 April 2024 Board Meeting Minutes

The motion to approve the 11 April 2024 Board Meeting Minutes (Erica Hubler/Andrea Block) was accepted by the Board. Rose Besrutschko abstained from this vote, and Mayor Araneo and Tom Hendrickson were absent; 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

- Creative Library Concepts have given a projected installation date of mid-June for the Children's Room Shelving.
- The Library received a letter stating that the 2014 Boiler Inspection was never paid and the Library has incurred a \$2,000 fine from the State of NJ Department of Labor and Workforce Development. The documents were forwarded to the BA, the Board President & Vice President, and the Director has emailed and called to appeal the fine. If necessary, the Library's attorney will be contacted to resolve the matter.

Collaborations

- 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 that correspondence sent to the Friends has reached them.
- The Director is helping the Friends with a Books & Bling sale during the town-wide yard sale. The Director has been collecting, sorting, and storing books for the Friends as well as collecting jewelry.
- Keyport Public Schools
 - The Director is visiting the Community Partnerships class to start seedlings and then the students will be visiting the Library to plant the garden at the Library.
- Keyport Senior Center
 - The Director of the Senior Center is allowing the Library to use their facilities to host the Community Conversation about the ALA grant. It will be May 31 at 11:30am. There has been interest expressed to have an additional meeting via Zoom (date TBD) so the Director will set that up as well.

Finance

- The grant for \$500 for participating in BEBS arrived and will be used for Summer Reading programming.

Personnel & Policy

- The Director attended the NJLA Small Libraries Conference at the Plainfield Public Library. There was a great talk on having a Library of Things collection and using AI.
- The staff have signed up for the yearly NJLA Library Conference.
- A patron tripped going down the stairs to the Children's Room and fell. The Director gave him assistance and asked if he wanted an ambulance. He refused and left of his own volition. The incident has been documented by the Director.

Programs

- Highlighted programs for May:
 - Bugs on the Go with Insectropolis, May 22nd at 4pm.
 - Drop-in Stress Ball, May 20th, 10am-6pm.
- The Director has compiled results from the survey on the desired Library of Things items. There were 31 responses online and 35 responses on paper. Survey results follow:

Results of Library of Things Survey	
31 Responses Online & 35 Response on Paper	
	Yes
Are you a Keyport Library Card Holder?	62
The library already offers puzzles, games, and seeds. Would you like to see us offer more of these items?	58
Here are some of the items offered at other NJ libraries. Please check off the items that you'd like to see at the Keyport Library or suggest something new.	
	Results
Telescope	31
Maker Kits	30

Bird Watching Kit	30
Plant/Tree ID Kits	28
Laminator	28
Tablet Computers	21
Sewing Machines	18
Power Washer	18
Hand Tools	18
Portable DVD Player	16
Fishing Pole & Tackle	15
3D Printer	15
Musical Instruments	14
Laptop Computer	14
Cake Pans	14
Mobile Hot Spot	11
American Girl Doss	7
Wedding/Prom Dresses	6
Air Compressor	3
Other?	Squirrel Watching Kit
	CD Player
	Ice Cream Maker
	Gardening Tools
	More millennial adult programs
	More vairyety of mu-seum/zoo passes
	Lawn power tools
	Weekend music programs
	Pizza Maker
	Bread Maker
	Henry Hudson Trail Guide

Treasurer's Report

Rose Besrutschko provided a review of both the April and May Treasurer's Reports, since she was absent for the April Board of Trustees meeting. No discussion was required.

Review of Bills & Action to Pay Bills

The motion to pay April 2024 bills (Lisa Savoia/Sandra Marion) was approved by all members present. Mayor Araneo and Tom Hendrickson were absent for this vote.

Committee Reports

- ☐ Personnel and Policy – The Personnel and Policy Committee did not meet
- ☐ Buildings and Grounds – The Building and Grounds Committee did not meet
- ☐ Finance – The Finance Committee did not meet
- ☐ Friends of the Library – The Friends of the Library met to discuss the upcoming Friends' fundraisers: mosaic tile sale, "Book and Bling" sale, and a donation from Stop and Shop for every bag sold in the Stop and Shop Community Bag Program during May.

Unfinished Business

- ☐ The proposed Shared Services Agreement (SSA) remains under Borough review
- ☐ The shelving unit quotes were discussed during the Director's Report
- ☐ The purchase of self-checkout stations was tabled until the June Board meeting
- ☐ Obtaining a new staff computer through purchase or donation was discussed. Sandra Marion has donated a 17" Asus laptop with monitor for the staff to evaluate for possible use in the library. The Director has not yet set up this computer, due to the ongoing changes being made to the LMxAC computer infrastructure. Once this computer is made operational, the staff will provide feedback on the donated laptop.

New Business

- ☐ Trustee Check-Ins: Trustees have continued to participate in sessions associated with strategic planning. These sessions will continue through the month of May.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Erica Hubler) was approved by all present at 7:34 pm. No members of the public were in attendance. The motion to close the public portion of the meeting (Andrea Block/Erica Hubler) was made at 7:34 pm and approved by all members present.

Announcements

The next Board meeting will be held on June 13, 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.



Sandra Marion indicated that she will likely be absent from the next meeting due to her 15th wedding anniversary.

Adjournment

A motion was made to adjourn this meeting (Sandra Marion/Erica Hubler), and all members present unanimously agreed. The meeting was adjourned at 7:35 pm.