



**Keyport Free Public Library
Board of Trustees Library Board Meeting Minutes
July 10, 2025**

Call to Order

Michele Brusca called the meeting to order at 7:01pm. The meeting was held in person.

At 7:01 was the swearing in of Trish Burns as a board member by Mayor Araneo.

Roll Call - Sandra Marion

Attendees: Jeanne Marie Ryan, Michele Brusca, Erica Hubler, Mayor Araneo, Chris Leising, Andrea Block, Lisa Savoia, Sandra Marion, Alexandra Walczak and Trish Burns.

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.

Approval of June 12, 2025 Board Meeting Minutes

A motion was made to approve the June 12, 2025 Board Meeting Minutes with a spelling correction made to Alexandra Walczak's last name from *Walezak* to *Walczak*. All members agreed. (Erica Hubler/Alexandra Walczak) was accepted by the board. Michele Brusca and Trish Burns abstained.

7. Director's Report

Jeanne Marie Ryan presented the Director's Report. The salient points of this report are as follows:

Updates

On June 7-8, between fifty and seventy-five people visited the library gardens as part of the Keyport Garden Walk. Notebooks and stickers were given out to attendees. Jeanne Marie Ryan attended an Early Childhood meeting at the Keyport School on June 11. Stacey Wilson joined in the Borough's Pride Celebration on June 11. The Friends of the Library participated in the Borough wide garage sale on June 14-there was a low turnout due to the rainy weather. The revamped Keyport Library website launched on June 15. Some updates and issues are still being worked on, but overall, it is more accessible than the previous version. On June 21,

Jeanne Marie Ryan participated in the Borough's Juneteenth Celebration. Jeanne Marie Ryan attended the STELLA Strategic Planning Meeting at the STELLA Office on June 23 and the STELLA Membership Meeting at the Clark Library on June 25. On June 28, Jeanne Marie Ryan went through the American Library Association Conference Exhibits in Philadelphia. Christine George, Jayme Gold, Rose Keith, Mike Lorah, Sue Mulligan, Barbara Raftery, and Stacey Wilson are all working together to provide great service for library users. Quarterly training encompassed exploring the new website, and knowing what it offers for customers. The photo shoot still needs to take place-pending weather. The auditors for Suplee Clooney were here to do their field work from June 23-June 25. They went through two years' worth of records and will produce audits for 2023 and 2024 for the Keyport Library. On June 26, a team of volunteers from L'Oreal volunteered at the library. They reorganized storage areas and stuffed goody bags for the summer reading club. The Summer Reading Club Kick-Off took place on June 30, with a Pirate Magic Show-it was very well attended!

Building and Equipment

Ed Carew is maintaining the gardens. The boiler needs to be reinspected. Apollo fixed the pump.

Programs

June 1-30-Painted Bricks Book Cover Display/Contest 2 June 2-Teen Advisory Board Meeting (Youth) 6 June 3-Toddler Time (Youth) 6A/7C June 6-Take'N'Make Fantastic Fans Craft (Youth) 15 June 10-Toddler Time (Youth) 6A/7C June 13-Take'N'Make Balloon Tennis Craft (Youth) 15 June 17-Toddler Time (Youth) 5A/6C June 18-Pop Up Program (Youth) 3 June 20-Take'n'Make Silly Ice Cream Craft (Youth) 15 June 24-Toddler Time (Youth) 5A/7C June 25-Pop Up Program (Youth) 1 June 27- Take'N'Make Cool Shades Craft (Youth) 15 June 30-Summer Reading Club Magic Show Kickoff (Youth) 12A/8T/22C

Use

There were 837 visitors to the library in June. There were 1,643 checkouts and renewals. There were one hundred and five Hoopla circulations (71 audiobooks, 24 E-books, and 9 movie and TV circls, among others). Patrons used the STELLA app one hundred and eighty-three times. One hundred and eighty-five people used the computers, and one hundred and forty questions were asked (seventy-nine via phone).

Partnerships

The Garden Club puts an arrangement in the library every month. Eight volunteers spent 99 hours in total volunteering at the library. An eleven-member group from L'Oreal spent forty-one hours and fifteen minutes volunteering in the library. The library is holding an art display/contest of bricks painted as book covers with the Art Society of Keyport. The Keyport Library was a destination on the Keyport Garden Walk. The Friends of the Library participated in the Borough-wide Garage Sale. They also started another Blind Date With A Book sale (the summer version!).

JUNE CIRCULATION BY COLLECTION

Item Circulation By Collection
From 6/1/2025 To 7/1/2025

	Items	Checkouts	Renewals	Total Renewals & Checkouts
<None>	3	3	1	4
Adult Collection	5	5	1	6
Adult Fiction	296	243	126	369
Adult Media	142	149	87	236
Adult Nonfiction	97	64	70	134
Adult Periodicals	19	18	14	32
Juvenile Fiction	590	466	245	711
Juvenile Media	36	40	5	45
Juvenile Nonfiction	70	44	29	73
Library of Things	2	2	0	2
New Materials	1	1	1	2
Teen/YA Fiction	20	12	11	23
Teen/YA Media	3	3	3	6
Total For Organization:	1284	1050	593	1643

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-End of the Director's Report-

The Board discussed announcing a winner and asking to collaborate with the KBBC to use Keyport Kash as a prize for our brick book cover painting contest. We will discuss an end of contest date and the amount of the Keyport Kash with the KBBC. We spoke about L'Oreal volunteering to do some maintenance work at the library and what insurance issues there could be. We said that we would come back and motion as to how to move forward with waivers for future volunteers. We all agreed that due to their insurance protocol we may be covered.

8. Financial Report

Chris Leising provided May financial data (expenses) in the Treasurer's Report at this meeting. Chris discussed that we are on track with the operating budget. We are coming in under our operating budget. The emergency fund hasn't changed. We are doing very well financially.

Chris and Jeanne went through the audit which took place at the library and took 3 days to complete. Everything looked good. They are expecting some recommendations which are always expected and are all for the benefit of the library. This audit is covering the years 2023 and 2024. Once we receive the report we will discuss whether to do them yearly or keep them the way they are.

Per Jeanne Marie she hasn't yet connected with the Borough's new CFO, so salary input is pending.

9. Review of Bills & Action to Pay Bills

The motion to pay the June 2025 bills (Michele Brusca/Erica Hubler) was approved by all members present.

10. Committee Reports

- Friends of the library - Did not meet, they meet quarterly now, though discussion on their scarecrow contest event is in progress as well as the fall yard

- sale participation and their Mystery Book Sale.
- Personnel and Policy – Did not meet
- Buildings and Grounds – Did not meet.
- Finance – Did not meet, though data for the audits was collected, no formal meeting was had.

Unfinished Business

- Web Page Update- The photo shoot is pending the weather. Policies, links, meeting minutes, etc. are pending updates
- Assignment of Committees- Michele Brusca will assign committees to the board members next month
- Trish Burns was sworn in as the newest member of the board
- Civil service update- The posting went up successfully and will close on July 21, 2025. Jeanne Marie applied on the first day. We will have to redo the interview process again if there are any other applicants per civil service rules.
- Audit findings and recommendations are pending.
- Shared Service Agreement- no new updates, all agreed to remove from the future agenda.

New Business

- Trustee Check-Ins:
 - We need 1 more hour for the trustee check in. Trish Burns still has to do her new member check in which will cover that hour.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Erica Hubler) was approved by all present at 7:47 pm.

Avery Meyer spoke and made us aware that she used to work for L’Oreal. She informed us that they have a whole division that is dedicated to volunteers and that they will issue limited insurance certificates just for their volunteers that will cover them for anything that may happen to them inside or outside of the building. We could just request a copy of their COI per volunteering assignment.

Alissa Pecora spoke and wanted to Thank us for what we do and tell us what a good job we have been doing.

The motion to close the public portion of the meeting (Erica Hubler/Michele Brusca) was made at 7:49 pm and approved by all members present.

Announcements

- The next regular Board meeting will be held on August 14th 2025 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 member
- Alexandra Walczak and Lisa Savoia both announced that they will not be present for the August meeting.
- A motion was made to accept a donation from Patricia Knudsen of a statue of a little girl reading a book that will be utilized in the library’s garden. The motion was made by (Erica Hubler/Alexandra Walczak) and all board members agreed.

Adjournment

A motion was made to adjourn this meeting (Michele Brusca/Alexandra Walczak), and all members present unanimously agreed. The meeting was adjourned at 7:54PM.