

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

09 September, 2021

Call to Order

Ed Carew called the meeting to order at 7:02 pm. The meeting was held in person, with a virtual Zoom conference call available due to COVID-19 considerations.

Announcement of Compliance with the Open Public Meetings Law

Ed Carew 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 INDEPENDENT and THE STAR LEDGER.**

Roll Call

Attendees included Edward Carew, Leslie Kotzas, Sue Kleinberg, Chris Leising, Erica Hubler, Natalie Smith, Lisa Savoia, and Matt Goode. Rosemary Besrutschko was absent.

Approve 12 Aug 2021 Board Meeting Minutes

The motion to approve the Minutes (Chris Leising/Ed Carew) was accepted by the Board. Lisa Savoia abstained, and Rose Besrutschko and Natalie Smith were absent for this vote. All other members present voted yes.

Approval of 13 July 2021 Board Meeting Minutes

Director's Report

Leslie Kotzas reviewed the Director's Report. Salient points of this report are as follows:

BUILDING/EQUIPMENT

- A-Apache was called and squirrel/bird problem was resolved. They put one-way tunnels going out of the roof for the animals to leave. Then they will come back and patch up the holes. They have a 6-year warranty on their work. It was \$1350. The Borough has been notified and a copy of the bill has been sent the Borough Administrator.
- The Children's Room and Boiler Room flooded due to all of the rain on 9/1/21. DPW came and vacuumed up as much of the water as possible. More waterproofing for the room needs to be researched. Leslie will work with the Building and Grounds Committee to consider this further.

- The shelves from Library Interiors have not arrived yet but they were shipped. Payment has not been made yet because the shelves have not yet arrived.

CIRCULATION/COLLECTION

- The circulation rules were updated in database to reflect the changes that the Board authorized at the last meeting.
- Fines have been reinstated.
- World Book has been contacted to provide children's nonfiction books.

FINANCE/FUNDRAISING

- The documents are ready for the 2020 audit. The Borough has recommended that we combine our audit with their annual audit to save the library money for the 2021 audit. The Board will analyze the pros and cons of a combined effort.

PERSONNEL

- There have been only 3 candidates that have applied for the Youth Services Part-time Librarian position. Leslie will keep the search open for another month to find the right person.
- Library hours will not change in September because we are still short staffed.

POLICIES

- The new policies are listed on our website. The staff have copies for their reference.
- Leslie has contacted LMxAC and had the policies updated in their databases.

PROGRAMS

- There has been good attendance at the August programs and programs will continue to be held outside as long as the weather is nice.
- September is National Library Card Sign up Month. If patrons show their library card or get a library card, they can enter one of our 4 raffles. All of the gift cards were bought from local businesses. Drawings are on Fridays. There are prizes for both kids and adults. I also walked around and asked to put up signs in some of the businesses.

MISCELLANEOUS

- For Libraries Transforming Communities Grant a survey was sent out to businesses as well. The report for the grant is due at the end of September.
- There is a sidewalk sign outside displaying our Library Card Sign Up program.
- Lisa Iannucci, a librarian and archivist from Monmouth University, has agreed to work on our old books to figure out which are valuable and what to do with them. The Director has offered to pay her \$20 an hour. She will work every other Friday from 10am – 1pm (3 hrs). The Director with research this arrangement to determine if it requires execution of a Professional Services agreement.

Treasurer's Report

Rose Besrutschko provided the September 2021 Treasurer Report prior to the meeting. No discussion was required.

Review of Bills & Action to Pay Bills

The motion to pay September bills (Natalie Smith/Erica Hubler) was accepted by the Board. All members present voted yes. Rose Besrutschko was absent.

Public Portion

No members of the public were present.

Committee Reports

Buildings and Grounds: the draft Memorandum of Understanding/Lease Agreement created by Sue Kleinberg was delivered to the Borough Attorney for comment and negotiation as needed. Leslie discussed comments received from the Borough – specifically, that the Borough would welcome a Shared Services Agreement to determine lines of responsibilities for maintenance, repair, and sustainment of library assets. Leslie will work with the Buildings and Grounds Committee to develop the asset list for preparation of the Shared Services Agreement.

Old Business

Leslie is working with the Borough on implementation of payroll management process improvements. The Board tabled further action on the potential implementation of payroll administration by ADP pending Leslie's efforts.

New Business

The following new business items were discussed:

- Development of 2022 Library budget. This will be discussed at October's Library Board meeting.
- Board approval of Non-library activities held on library premises. The Personnel and Policy Committee agreed to meet prior to the next Board meeting to address contract arrangement for organizations requesting use of the premises. Additionally, the Board approved the use of library grounds for the annual fall scarecrow-making contest. Materials will be for sale to participants on 18 September, with finished scarecrow entries due by 16 October. The motion to approve the use of the library grounds for this activity (Lisa Savoia/Ed Carew) was approved by all members present. Rose Besrutschko was absent.
- Use of Borough-employed shared handyman. Leslie will work with the Borough on the details of this potential maintenance support.
- Civil Service requirements for 90 day performance review of new Directors. Erica will contact the Board's lawyer to determine whether this requirement applies to Leslie at this point, since her position is provisional until approved by Civil Service.
- NJLTA Trustee Meeting. Erica agreed to represent the Board at this meeting and will provide a report of meeting activities and discussions at the October Board meeting.

Announcements

The next monthly meeting was confirmed: 14 October, 2021, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Matt Goode/Erica Hubler), and the Board unanimously agreed. Meeting was adjourned at 8:40 pm.