



Keyport Free Public Library Board of Trustees

Monthly Meeting Agenda

July 9, 2026 rescheduled to Jul 16, 2026

PLEASE NOTE: THIS MEETING WILL BE HELD IN PERSON

Agenda Items:

1. Call to Order-Erica Hubler

2. Roll Call : Erica Hubler, Sandra Maron, Andrea Block, Alexandra Walczak, MariaDonna Litwat, Rose Aranea, Jeanne Marie Ryan, absent: Chris Leising, Lisa Salova

3. Announcement of Compliance with the Open Public Meetings Act

"In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., as amended, adequate notice of this meeting has been provided. The schedule of regular meetings for the 2026 calendar year, including the time and location, was prominently posted on the library website at www.keyportlibrary.org on July 9, 2026 and remained posted for at least one week."

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

5. Agenda Review

6. Approval of minutes of June 15, 2026 Board Meeting

Motion: Rose Aranea

Second: Alexandra Walczak

All present in favor

7. Director's Report-Jeanne Marie Ryan

July 2026

Updates

Alice Balzarini, Christine George, Jayme Gold, Rose Keith, Sue Mulligan, Barbara Raftery, and Stacey Wilson are all working together to provide great service for library users.

Rosemary Crerand resigned. Jeanne Marie Ryan attended the Institute of Museum and Library Services Library Convening 250: Telling America's Story which was held at The Mayflower Hotel in Washington D.C. from June 10-12. It was a very informative few days- sessions included grant writing, design options for small libraries, information about the National Archives and the Library of Congress and what those two institutions offer, as well as an opportunity to meet with other directors of small libraries from both New Jersey and other states and territories. The STELLANJ meeting was also on June 12, so Jeanne Marie Ryan was unable to attend, but she checked in with STELLA. The big news is that Asbury Park has now joined the consortium.

Building and Equipment

The Borough Engineer suggested that the library reach out to an electrical firm. He did bring someone that he works with to look at the windows, and that person is going to share options for how the window project can be approached. Ed and Nancy Carew are continuing the

cleanup of the gardens, as well as working on the herb garden.

Programs

June 1-30 Homework Hall (Youth) 2

June 1, 8, 15, 22, 29 Maker Mondays (Youth) 0

ESL 10

June 2, 9, 16, 23, 30 Toddler Time (Youth) 42C/44A

Teen Advisory Group (Youth) 0

Mah Jong (Adult) 14

June 3, 10, 17, 24 Books and Beyond (Youth) 3

June 4, 11, 18, 25 Games Galore (Youth) 2

June 5, 12, 26 Take'n'Make Crafts (Youth) 45

June 9-Pop up program (Youth) 4

Use

There were 1,202 visitors to the library in June. There were 1,149 checkouts and renewals.

There were one hundred and thirteen Hoopla circulations (7 movie circs, 66 audiobooks, 28 E-books, 5 comic circs, 6 TV circs, among others). Patrons used the STELLA app two hundred and five times. One hundred and nine people used the computers, and eighty-three questions were asked (fifty via phone). Girl Scouts used the library (5 children, 3 adults) and Eagle Scouts (4 teens, 3 adults) used the library. The Friends of the Library held a craft night here on June 9.

Partnerships

The Garden Club puts an arrangement in the library every month. This year's arrangements have a patriotic theme in honor of the sesquicentennial. Jeanne Marie Ryan is working with the 250 th Committee for the Historical Society. They met at the Keyport Library on June 4th. Jeanne Marie Ryan is working with the school system. She participated in the Books by the Bay program on June 6. The LI FT grant has been extended. Twelve volunteers from L'Oreal spent over forty hours in total volunteering for the library on June 18 th . Three other volunteers spent fourteen hours volunteering.

Item Circulation By Collection

Keyport Free Public Library

	Items	Checkouts	Renewals	Total Renewals and Checkouts
<None>	1	1	0	1
Adult Collection	4	4	0	4
Adult Fiction	304	228	157	385
Adult Media	68	72	45	117
Adult Nonfiction	56	34	39	73
Adult Periodicals	19	18	14	32
Juvenile Collection	1	1	0	1
Juvenile Fiction	295	221	172	393
Juvenile Media	24	27	9	36
Juvenile Nonfiction	36	22	29	51
Juvenile Periodicals	2	2	0	2
Library of Things	2	2	0	2
Teen/YA Fiction	40	29	18	47
Teen/YA Media	4	4	0	4
Teen/YA Nonfiction	1	1	0	1
Total For Organization:	857	666	483	1149

8. Financial Report :

Jeanne Marie reported that we are on target and all is fine

9. Review of Bills & Action to Pay Bills-

Motion: Andrea Block

Second: Sandra Maron

Roll Call Vote: all present approved

10. Committee Reports

- Personnel and Policy- waiting on director's ratings to be returned from board members
- Building and Grounds- have not met, waiting on prices
- Finance - did not meet
- Friends of the Library - walking club is successful, Sept 12/13 upcoming book sale, \$1000 to summer reading club, was donated, scarecrow contest is upcoming, upcoming craft night 8/11 for tie dying

11. Unfinished Business

- RFP for lighting and other improvements including smaller items for improving interior

12. New Business

- Trustee Check-In Sandra 1 hour
Alexandra 1 hour
- Discussion of hosting a booth at Monmouth County Fair (for Stella?) next year

13. Public Portion-Open Time to Address the Board

Motion to open : Sandra Maron

time: 7:32

Second: Mariadonna Litwak

All present in favor

(Rose Araneo stepped out of meeting 7:23)

(Rose Araneo 7:34 returned)

Grace Horan made a presentation to make a small food bank at the library for non-perishable food called "Little Free Food Pantry"

14. Closing Public Session

Motion to close :Sandra Maron

time: 7:49

Second: Alexandra Walczak

All present in favor

15. Closed Session (IF NEEDED)

16. Action on Closed Session Items (IF NEEDED)

17. Board Comments/ Announcements

- Confirmation of Next Meeting; Aug 13, 2026

18. Adjournment

Motion: Sandra Marion

Time: 8:03

Second:Alexandra Walczak

All present in favor