

Keyport Free Public Library Board of Trustees

Library Board Monthly Meeting Agenda

November 9, 2023

PLEASE NOTE: THIS MEETING WILL BE HELD IN PERSON

Agenda Items:

1. Call to Order – Michele Brusca
2. Roll Call – Chris Leising
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 12 October 2023 Board Meeting – Roll Call Vote
7. Director's Report – Leslie Kotzas
8. Financial Report – Rose Besrutschko
9. Review of Bills & Action to Pay Bills – Roll Call Vote
10. Committee Reports
 - Personnel and Policy
 - Building and Grounds
 - Finance
 - Friends of the Library
11. Unfinished Business
 - Shared Services Agreement Update
12. New Business
 - Trustee Check- In
 - 2024 Library Closure Schedule

- 2024 Board Meeting Schedule
- 2024 Staff Salary Increases

13. Public Portion – Open Time to Address the Board

14. Closed Session (IF NEEDED)

15. Action on Closed Session Items (IF NEEDED)

16. Board Comments/Announcements

- Confirmation of Next Meeting: 14 December 2023

17. Adjournment