

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

11 February, 2021

Call to Order

Ed Carew called the meeting to order at 7:03 pm via a virtual Zoom conference due to the Covid-19 pandemic.

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 Janet Torsney, Edward Carew, Sue Kleinberg, Rosemary Besrutschko, Chris Leising, Erica Hubler, Leslie Kotzas, Natalie Smith, Lisa Savoia, and Collette Kennedy. No members were absent.

Chris Leising announced that the meeting was being recorded using the Zoom Cloud application record feature to ensure fidelity of the minutes relative to meeting discussion. The board agreed that the Zoom Cloud recording should be maintained to enable public reference if requested.

Approval of Minutes of Previous Meeting

Changes to the January 2021 Board Meeting Minutes will be made as follows:

- The reference made to “Betty Walling” should be to “Betty Hurlburt”
- The reference made to “Karin Smith” should be to “Kathrin Smith”.

The motion to approve the Minutes (Natalie Smith/Lisa Savoia) pursuant to the above changes was unanimously accepted.

Director’s Report

Janet Torsney presented the Director’s Report as summarized below:

- Since January 2020, the library’s newsletter outreach increased threefold; registered users, ElibraryNJ and Hoopla usage doubled; website views increased

50%. Janet is further planning to survey users regarding satisfaction with library services.

- Continued effort on construction bond application; application is now rated as acceptable, and with additional sharpening, will be rated as compelling.
- Continued efforts to update library printed book collection, and make online usage (Hoopla) more accessible to users
- With Finance Committee, completed 2021 Operating Budget (proposed for approval at this Board Meeting)
- Developed an informational flyer for library users interested in receiving tax preparation assistance. AARP will not provide in-person tax assistance at the library this year due to COVID-19 concerns.
- Applied for Dollar General grant for Summer Family Storytime program.
- Completed 2020 staff evaluations and coordinated staff compensation increases with Borough management.

Mayor Kennedy requested Janet's assistance in preparing social media materials which highlight modernization efforts being completed for the Keyport Free Public Library, and share statistics about increasing library service utilization.

Mayor Kennedy further noted the successful collaboration between the library and Keyport schools in preparing and executing the Borough Proclamation for Black History Month, and indicated that the Borough will continue to embrace additional multi-cultural programs and celebrations throughout the year.

Treasurer's Report

Rose Besrutschko presented the final 2020 financial report as well as the proposed 2021 Operating Budget. The motion to approve the 2021 Operating Budget as proposed (Leslie Kotzas/Sue Kleinberg) was unanimously accepted.

Review of Bills & Action to Pay Bills

The Board reviewed an updated January 2021 bill list (which corrected a spreadsheet tabulation error). A motion to approve payment of the corrected January 2021 bill list (Ed Carew/Erica Huber) was passed unanimously.

The Board reviewed the February 2021 bill list. A motion to approve payment of the February 2021 bill list (Sue Kleinberg/Lisa Savoia) was passed unanimously.

Public Portion

No members of the public were present.

Committee Reports

- Personnel Committee – developing a Personnel Manual for Library staff, based on available examples. The committee is planning to deliver a completed first draft for Board review in several months, with the goal of providing a completed, approved manual in Summer of 2021.
- Building and Grounds Committee –
 - The Neighborhood Preservation group is planning to modify the Library front walk railings to meet ADA compliance requirements.
 - The children’s bathroom renovation plans will be incorporated into the construction bond application mentioned above.
 - The committee will continue to work towards finalization of the proposed gazebo design pursuant to delivering design drawings to the Borough Engineer.
 - The committee will perform monthly library/grounds walkthroughs to identify any building/maintenance issues to be addressed by the library/board, the borough, or the Building and Grounds Committee.
 - Mayor Kennedy or Janet Torsney will work with the Borough Administrator to determine whether any library building HVAC and/or lighting updates are included in the NJ Clean Energy Program Direct Install initiative.
- Grant Committee – The Board recognized that the large majority of grant opportunities are addressed by Janet Torsney, or the Building and Grounds Committee. As a result, the Grant Committee will be dissolved.

Old Business

No old business needed to be addressed.

New Business

The proposed 2021 Operating Budget was approved, as indicated above.

Announcements

The next meeting was confirmed: 11 March, 2021 – 7:00; it will be held virtually via Zoom conferencing.

Adjournment

A motion was made to adjourn this meeting (Lisa Savoia/Leslie Kotzas), and the Board unanimously agreed.