

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

13 March, 2025

Call to Order

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

Roll Call

Attendees: Jeanne Marie Ryan, Erica Hubler, Mayor Araneo, Chris Leising, Sandra Marion, Alexandra Walczak.

Absent: Michele Brusca, Lisa Savoia, Andrea Block, Althea (LeLe) Washington.

Announcement of Compliance with the Open Public Meetings Law

Erica Hubler 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.

Approve 09 January 2024 Board Meeting Minutes

The motion to approve the 13 February 2025 Board Meeting Minutes (Mayor Araneo/Alexandra Walczak) was accepted by the board. Michele Brusca, Lisa Savoia, Andrea Block, and Althea (LeLe) Washington were absent.

Director's Report

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

1



Personnel and Policy

Jayne Gold, Rose Keith, Sue Mulligan, Mandi Raftery, Barbara Raftery, and Stacey Wilson are all working together to provide great service for library users. Most of them also attended a training class in cataloging on February 17th. Jeanne Marie Ryan is on the STELLANJ Strategic Planning Committee. Jeanne Marie also mentioned that she attended the Summer Reading kick off on Feb 28th and is excited to start working on it.

Building and Equipment

Coastal put in a new pump. There has not been a response yet about the extended warranty.

Programs

February 1-28-Adult Reading Challenge (Adult) 2
February 4-Toddler Time (Youth) 6A/9C
February 7-Take&Make Rosa Parks Bus Craft (Youth) 15
February 10-Form Assistance With Bayshore Family Success Center (Adult) 4
February 11-Toddler Time 4A/7C
February 12-Girl Scouts 2A/3C
February 13-Girl Scouts 3A/3C
February 14-Take&Make Heart Puzzle Craft (Youth) 15
February 18-Toddler Time (Youth) 7A/11C
February 21-Take&Make National Caregiver Day Craft (Youth) 15
February 25-Toddler Time (Youth) 5A/8C
February 26-Girl Scouts (Youth) 2A/3C
February 28- Take&Make Letter to the Tooth Fairy Craft (Youth) 15

Use

There were 837 visitors to the library in February. There were 1,350 checkouts and renewals. Patrons borrowed 65 magazines from Overdrive. There were 105 Hoopla circulations. Patrons used the STELLA app one hundred and sixty-six times. One hundred and seventy-seven people used the computers, and two hundred and nine questions were asked (sixty-four via phone). The library has nearly 1,400 followers on Facebook, who are interacting with the page on a regular basis.

Partnerships

The Friends of the Library held an absolutely fabulous fundraiser in February-Mystery Date With a Book. They ran it in both the adult and youth areas with tremendous success. The Garden Club puts an arrangement in the library every month. Four volunteers spent 71.5 hours in total volunteering at the library.



Treasurer's Report

Chris Leising provided January financial data (expenses) in the Treasurer's Report at this meeting. Chris noted that the information is two months behind for accuracy. The data on bank balances were all balanced and in good standing. Chris discussed how he and Jeanne Marie are working together to make sure that the accounts are balanced more often. He and Jeanne Marie will be going forward using codes to track movement in the account. Jeanne Marie stated that we received a large sum check that was deposited. The mayor brought up fraud issues in regard to using checks so Chris will look further into safer ways to pay via check versus online banking. Chris and Jeanne Marie received a letter from the bank stating an issue with the tax id number for the library. Chris was going to be reaching out to Tom the borough in an attempt to find out which TIN is the correct one to use for the library. Chris stated that they were working out how much if any funds were going to be paid to the library from salaries.

Review of Bills & Action to Pay Bills

The motion to pay the February 2025 bills (Alexandra Walczak/Sandra Marion) was approved by all members present.

Committee Reports

- Personnel and Policy – Personnel and Policy Committee did not meet.
- Buildings and Grounds – The Building and Grounds Committee did not meet.
- Finance – The Finance Committee did not meet.
- Friends of the Library – The Friends of the Library had a successful Mystery Date with a book fundraiser in February. Erica informed us that the Mystery Date 81 adult books were sold which brought in \$810.00, 37 children books were sold which brought in \$185.00 and they received \$81.00 in donations. After expenses they netted \$915.00 in total for the

event. The Friends also did a cake pop fundraiser with Jamm Pops in town which garnered 8 people to register and 7 people to attend. That fundraiser helped the Friends raise \$100.00.

Unfinished Business

- Shared Services Agreement Update: the new Borough attorney has the agreement and is reviewing it.
- Vacant Board Seat- Althea (LeLe) Washington resigned as a Trustee via text message to the mayor leaving her seat open. Resignation will take place once she send an official email to the mayor, until then she will be shown as absent. This leaves us with a vacant seat that ends in December of 2025.
- Boiler Repairs and Warranty: Jeanne Marie and Bill from DPW are still working on getting information on the possibility of an extended warranty.
- Web page development: Jeanne is working with the web designer developing the website for the library. The web designer has agreed to hold off until spring to take the pictures needed for the website.
- Committee reassignments have to be made due to the resignation of Althea (LeLe) Washington

3



New Business

Trustee Check-Ins: no trustee check-in occurred this month. Follow up to let Alexandria know when the new trustee training will be.

- Civil Service Update

The Library Directors position had to be reposted due to the job listing not reaching the required jurisdictions. The posting was only listed for Keyport and should have been listed for the state of NJ. Due to that error the job posting did not show the position being filled nor did it show applicants. Erica Hubler explained she was working with Nadine from Civil Service and Kim/Denise to solve the issues.

- 2025 Committees

The committees have to be reassigned.

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Public Portion

The motion to open the meeting to public comments (Erica Hubler/Chris Leising) was approved by all present at 7:42 pm. Carleigh Palmieri from 23 Pomona Blvd Keyport NJ addressed the board. Ms. Palmieri spoke about the possibility of becoming a board member but does not qualify as she lives in Cliffwood Beach with a mailing address of Keyport. She congratulated us on the success of the Mystery Date with a Book fundraiser. She addressed the event calendar and inquired about any part time positions to organize and execute Library events. Mayor Araneo informed her that a lot of the events are organized by KBBC and the Recreation committees. The Mayor suggested she apply within those committees. Jeanne Marie Ryan spoke about upgrading the event calendar and spoke to Carleigh about her possibly holding classes within the library coming up in the near future. Jeanne also mentioned that the library website is in the process of getting updated and has caused some issues with how things are posted as of right now. The motion to close the public portion of the meeting (Alexandra Walczak/Chris Leising) was made at 7:48 pm and approved by all members.

Announcements

Mayor Araneo spoke about the planning and need for committee members for the 250th Semi Bi Centennial celebration. Tom Gallo will be heading up the committee. Keyport has been certified by Monmouth county to participate in the celebrations. Sun Moon is a makerspace. The owner will be collaborating with Monster Ice Cream to host art events. There will be another Juneteenth Celebration that the Mayor is working on putting together.

Sandra Marion also mentioned that she might have another computer that she was looking to donate to the library. She asked if the one she previously donated has been useful and if there would be a need for another similar computer.

The next regular Board meeting will be held on April 10, 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 members.

Adjournment

A motion was made to adjourn this meeting (Mayor Araneo/Erica Hubler), and all members present unanimously agreed. The meeting was adjourned at 7:52pm.