

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

12 January 2023

Call to Order

Chris Leising called the meeting to order at 7:00 pm. The meeting was held via Zoom video conferencing and in person.

Announcement of Compliance with the Open Public Meetings Law

Chris Leising 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 Leslie Kotzas, Ed Carew, Rosemary Besrutschko, Chris Leising, Erica Hubler, Natalie Lawson Smith, Lisa Savoia, Michele Brusca, Andrea Block, and Mayor Araneo.

Approve 08 December 2022 Board Meeting Minutes

The motion to approve the Minutes (Ed Carew/Natalie Lawson Smith) was accepted by the Board. All members voted yes, except Mayor Araneo and Andrea Block due to not being in attendance at the meeting.

Director's Report

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

BUILDING/EQUIPMENT

- Chris Leising evaluated the flagpole and found that the bulb just needed replacing. The flagpole light is now in working order.
- The National Association of Watch and Clock Collectors has offered to repair our historical clock for free, except for parts. One suggestion that they have is to bring the clock downstairs, put it in working order, and place it in an area where people can easily view it. Then the front-faced clock could have a modern motor put on it, requiring less maintenance and allowing it to tell the correct time. There is no current estimate regarding the price.

Finance

- The library received 2 donations in the month of December. One is from the Babcock Family in the amount of \$100.00. The Director would like to put that money towards the purchase of graphic novels since they are big readers of graphic novels.

A motion was made to use the Babcock Family donation in the amount of \$100.00 for the purchase of juvenile graphic novels. Natalie Smith Lawson motioned; Rose Besrutschko seconded. Motion accepted by the board.

- The second donation was from Robin Sahner who wrote that she wanted to donate to every library she was part of, and her first library card was from the Keyport Library. Her donation was in the amount of \$100.00.

*The Director asked for suggestions from the board on how to use the generous donation. The board members suggested that the donation be used to show appreciation to the staff. The motion was made by Erica Hubler and seconded by Ed Carew. Motion accepted by the board.

- Since Barbara Raftery was hired before 2010, she can be paid out for her unused sick time. In the past, the Board has paid her for half and rolled over half. Half of her unused sick time was 12.5 hours at her 2022 rate of pay of \$17.67 per hour.

*Motion was made to pay Barbara Raftery for 12.5 hours at her 2022 rate of \$17.67 per hour. The motion was made by Natalie Lawson Smith and Seconded by Lisa Savoia. Motion accepted by the board.

- The final salaries have been paid and there was an excess of \$13,982.15 that will be dispersed to the library. The Treasurer and the Director will do a year-end calculation for the February meeting.

Grants

- The Director applied to the Monmouth County History Regrant Program and was awarded \$1250.00 to put towards the purchase of Newspapers.com, which holds the Keyport Weekly and several other Keyport newspapers. There will be an award ceremony on Feb 27th at 7 pm. The Director will accept the award, but Trustees are welcome to attend too.

*Newspapers.com will give us a subscription to all the historical Keyport papers as well as 500 newspapers from the Northeastern USA for \$3050. This is based on population size and patrons can success the database with their library cards.

Publication Name
Keyport Weekly

Start Year
1878

The Enterprise	1879
Keyport Enterprise	1885
The Keyport Weekly	1962
The Keyport Weekly and the Keyport Enterprise	1928

- The motion to accept the grant and to purchase Newspapers.com for \$3,050 for one year was made by Michele Brusca and seconded by Lisa Savoia. Motion accepted by the board.
- The Director is going to apply for the Will Eisner Graphic Novel Growth Grant. It is due mid-February and would be worth \$4000. Half of it would go towards the purchase of graphic novels, \$1000 would go towards a graphic novel event, and \$1000 would go to travel expenses to accept the award. The Library Director must be an ALA member to apply. It is a national grant and only 2 libraries will receive it but it is worth a shot.

Personnel & Policy

- The Director signed up for the webinar, Library Boards Crash Course: How to Create and Maintain Successful Board Relationships. There were 2 board members who will also be attending, Erica Hubler and Michele Brusca.

*The Motion to authorize reimbursement of \$229.77 to Leslie Kotzas was made by Chris Leising and seconded by Erica Hubler. The motion was accepted by the board.

- The Director has attached her goals for the year.

Programs

- The Director met with the Keyport Historical Society to talk about collaboration. The Director would like to install Keyport Historical maps, images, etc. in the stairwell utilizing the picture rail system bought by the Friends of the Library. The Historical Society would also like to hold programs here. The Board will be updated as it happens.
- The Community Partnerships Elective course is designing a Teen Space and evaluating the teen collection at the library. The 7th and 8th graders visited the Library in December to access the space and look at our teen book collection. The Director looks forward to presenting those ideas to the board later.
- The Director would like to start a Library of Things for patrons. This would include puzzles, board games, maker's kits, a telescope, etc. Patrons would check out the items just like a book and be required to return them by a certain date.

- Highlighted programs for January:
 - *Pajama Storytime: Wednesday, Jan. 18th at 6:30 pm
 - *Take Your Child to the Library Day- Saturday, Feb. 4th – 10 am – 2 pm

Treasurer's Report

Rose Besrutschko presented the Treasurer's report. We reviewed it and no discussions were needed.

Review of Bills & Action to Pay Bills

The motion to pay December 2022 bills (Michele Brusca/Andrea Block) was accepted by the Board. All members present voted yes.

Public Portion

There was a motion to open the meeting to public comments (Chris Leising/ Michele Brusca), which was approved by all at 7:47 pm. No one from the public was present. The motion to close the meeting was made (Chris Leising /Michele Brusca) was made at 7:48 pm.

Committee Reports

- Personnel and Policy- Did not meet.
- The Buildings and Grounds- Did not meet but were able to fix the flagpole light. Advised Director when the bathroom lights went out. The electrician came in and fixed the ballast.
- The Public Relations- Did not meet.
- Finance- Did not meet.
- Executive Committee- Did not meet.

Old Business

The Shared Services Agreement update was discussed, and all new members were brought up to date with what we are working towards. The lighting on the flagpole was repaired, it was an easy fix that required the replacement of the light bulb. The Hye family donation of Pearl the mermaid was discussed including details on it being removable, it only looking permanent, and where it would go.

New Business

Michele and Erica will be attending a course with Leslie on Jan 30th and Andrea will need to do the new trustee training.

The 2023 Board Officer elections were held, resulting in the following assignments.



President: Michele Brusca (Motion made by Erica Hubler, seconded by Ed Carew, approved by the board.)

Vice-President: Erica Hubler (Motion made by Michele Brusca, seconded by Ed Carew, approved by the board)

Secretary: Chris Leising (Motion made by Erica Hubler, seconded by Lisa Savoia, approved by the board.)

Treasurer: Rose Besrutschko (Motion made by Michele Brusca, seconded by Lisa Savoia, approved by the board.)

Announcements

The next monthly meeting was confirmed: 09 February 2023, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Lisa Savoia/Erica Hubler), and the Board unanimously agreed. The meeting was adjourned at 8:22 pm.