



Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

09 December, 2021

Call to Order

Ed Carew called the meeting to order at 7:01 pm. The meeting was held in person, with a virtual Zoom conference call available due to COVID-19 considerations.

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 Edward Carew, Leslie Kotzas, Rosemary Besrutschko, Sue Kleinberg, Chris Leising, Erica Hubler, Natalie Smith, and Lisa Savoia. Matt Goode was absent.

Approve 11 November 2021 Board Meeting Minutes

The motion to approve the Minutes (Ed Carew/Natalie Smith) was accepted by the Board. Matt Goode was absent for this vote. All other members present voted yes.

Director's Report

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

DOCUMENTATION OF APPROVED RESOLUTIONS

Leslie reviewed approved motions from the November 2021 Board Meeting (as documented in the November 2021 Meeting Minutes) that may be recorded as resolutions. These include the following:

- DVD TV SERIES & NEW ADULT FICTION CHECKOUT DURATION (Resolution 2021-11-11-01)
- CLOSE THE LIBRARY FOR STAFF DEVELOPMENT 12/10/21 (Resolution 2021-11-11-02)
- HOLDING INDOOR PROGRAMS (Resolution 2021-11-11-03)
- 2022 LIBRARY HOLIDAY DATES (Resolution 2021-11-11-04)
- 2022 LIBRARY BOARD OF TRUSTEE MEETINGS (Resolution 2021-11-11-05)

The Board agreed to recognize the above Resolutions as proposed.

BUILDING/EQUIPMENT

- The third computer, that stood by itself, was moved to the other side of the room. It was connected via Wi-Fi and it often didn't work. Zenith came and ran another Internet cord to it and it is performing better.
- Nussara Cregan has delivered the painting for Elizabeth Walling's Reading Room. The Board will work with Leslie to ensure that a recognition event/dedication of the painting will occur at a future date.
- The staff room is almost complete. The director would like permission to purchase a desk (for the staff room) and 2 chairs (one for the staff and one for her office). The desk that is currently in the staff room is not an efficient use of space, as it is too big. The Library will also have an Access Navigator using that room once a week and would like to make it as comfortable as possible.
 - Desk - \$549.99
 - 2 Chairs - \$198



The Board approved the motion to purchase the desk and chair as requested (Chris Leising/Erica Hubler). Matt Goode was absent for this vote. All other members present voted yes on the following resolution: APPROVAL OF DESK AND CHAIR PURCHASES (Resolution 2021-12-09-01).

CIRCULATION/COLLECTION

- The Keyport School District students and staff have all been given digital library cards and have access to our online resources.
- The Director met with Stephanie Woit to discuss more ways for the school to collaborate. Stephanie is going to reach out to the teachers and get their opinions on how the Library can help them.

FINANCE/FUNDRAISING

- The 2022 Budget was submitted to the Board for approval.

The Board reviewed the proposed budget and accepted it as submitted (Natalie Smith/Chris Leising). Matt Goode was absent for this vote. All other members present voted yes on the following resolution: APPROVAL OF THE 2022 LIBRARY BUDGET (RESOLUTION 2021-12-09-02).

- During a Library Law Seminar by the State Library, the Director learned that salaries expenditures for each month must be approved and recorded at the Trustee Board Meetings. Since this had not previously been done, the Director has reached out to the Borough's CFO Tom Fallon to request that this new procedure take place. The Board of Trustees is the only group that can approve of the expenditure of salaries.
- Also at this Library Law Seminar, the Director learned that Libraries cannot get normal credit cards because libraries are not allowed to hold debt. Therefore, a p-card is the only option to pay for things using a credit card-like system.

PERSONNEL

- Samantha Rice was evaluated per her 3-month probationary period and will be entered into the County And Municipal Personnel Systems (CAMPS) database for Civil Service.
- The Director would like permission to enter the other staff members (that were never entered) into CAMPS and to maintain the staff data in the system.

The Board reviewed the proposed addition to CAMPS and approved the motion (Chris Leising/Erica Hubler). Matt Goode was absent for this vote. All other members present voted yes on the following resolution: ADD THE DIRECTOR AS A CAMPS (County And Municipal Personnel Systems) DATABASE ADMIN (RESOLUTION 2021-12-09-03).

- The personnel committee met to talk about staff raises for the calendar year 2022. Leslie reviewed the proposed raises with the Board.

The Board approved the motion for staff salary increases as proposed (Erica Hubler/Sue Kleinberg). Matt Goode was absent for this vote. All other members present voted yes on the following resolution: APPROVAL OF THE 2022 STAFF SALARY RAISES (RESOLUTION 2021-12-09-04).

PROGRAMS

- This past month the programs were well received and there were many happy caregivers and kids at our Stuffed Animal Workshop. Patrons were appreciative and look forward to more programs like that.
- The To-Go Adult craft was well received and the Library quickly ran out of all the ones available.

MISCELLANEOUS

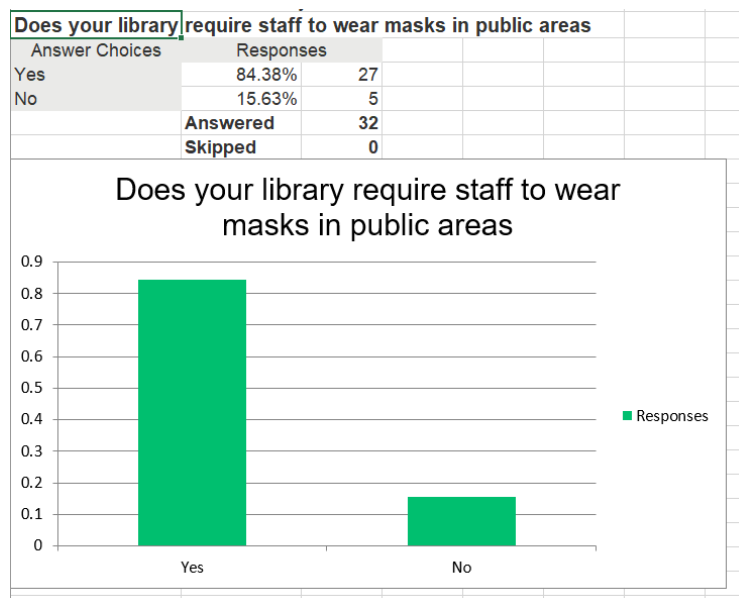
- The Director linked our Operating Budget bank account to the Library's Amazon account. The purchases made are automatically deducted from the Library's account. The

Board discussed allowing the Director to make purchases each month from Amazon that are within a monthly Not To Exceed (NTE) amount as determined monthly by the Board.

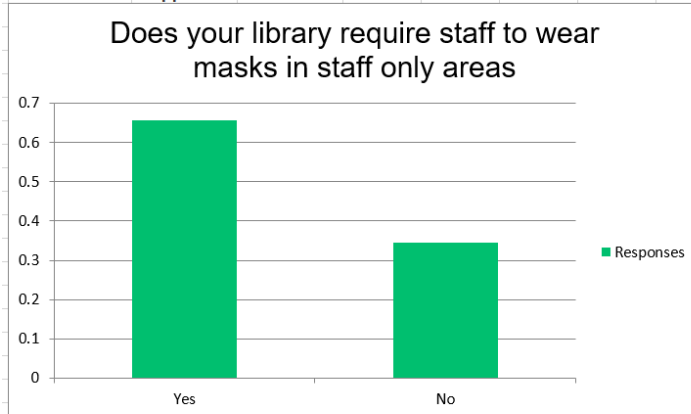
The Board approved the motion to allow the Director to make monthly Amazon purchases for supplies up to a monthly NTE amount as established each month by the Board (Ed Carew/Natalie Smith). Matt Goode was absent for this vote. All other members present voted yes on the following resolution: Amazon Purchasing Authorization (RESOLUTION 2021-12-09-05).

In concert with this Resolution, the Board approved a NTE amount of \$300 for purchase of supplies from Amazon in the month of January 2022 (Sue Kleinberg/Ed Carew). Matt Goode was absent for this vote. All other members present voted yes on this motion.

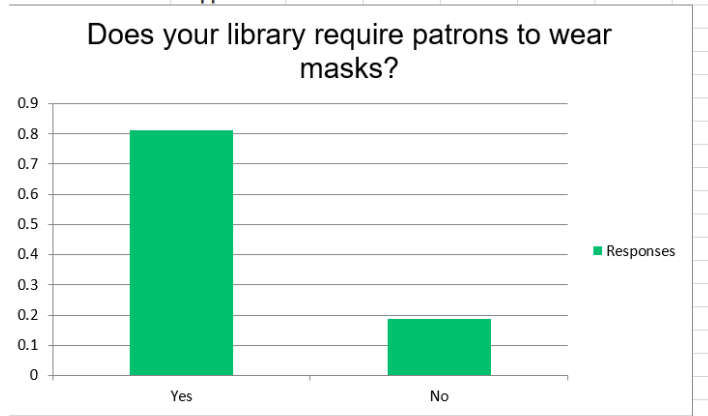
- The Director purchased bookmarks for children and adults as well as magnets that show our new hours. These have been made available to patrons.
- The Community Resource Panel met on Dec. 1st to share information and resources with everyone. The Director participated to inform the group about the Access Navigator grant which is starting in January 2022.
- LMxAC ran a survey of the libraries in the consortium to see how they are handling masks. The results are below. If the board would like to make a mask policy, here is some data to help consider it.



Does your library require staff to wear masks in staff only areas			
Answer Choices	Responses		
Yes	65.63%	21	
No	34.38%	11	
Answered		32	
Skipped		0	



Does your library require patrons to wear masks?			
Answer Choices	Responses		
Yes	81.25%	26	
No	18.75%	6	
If yes, at what age are masks required		23	
Answered		32	
Skipped		0	



The Board approved the motion to require all patrons older than 2 years and staff wear masks while in the Library (Lisa Savoia/Erica Hubler). Matt Goode was absent for this vote. All other members present voted yes on the following resolution: Masks Required for All Patrons and Staff (RESOLUTION 2021-12-09-06).

Treasurer's Report

Rose Besrutschko presented the 2021 Treasurer Report. No discussion was required.

Review of Bills & Action to Pay Bills



The motion to pay December bills (Sue Kleinberg/Rose Besrutschko) was accepted by the Board. All members present voted yes. Matt Goode was absent.

Public Portion

No inputs were provided by public attendees.

Committee Reports

1. Buildings and Grounds: The Building and Grounds Committee continues to wait for a draft Shared Services Agreement from the Borough to determine lines of responsibilities for maintenance, repair, and sustainment of library assets. The Director will continue to follow up with the Borough Administrator on this item.

Old Business

There was no old business to review.

New Business

The Director accepted the terms of the Director Employment Contract as provided to her by the Board. As a result, the Board approved the Employment Contract as written and authorized the appointment of Leslie Kotzas as the Permanent Library Director (Chris Leising/Natalie Smith). Matt Goode was absent for this vote. All other members present voted yes on the following resolution: Approval of Director Employment Contract and Authorization of Appointment of Leslie Kotzas as Permanent Library Director (RESOLUTION 2021-12-09-07).

The Board will review the following new items at the January meeting:

1. Board Officer Nominations/Selections for 2022
2. Proposed Director's Performance Evaluation template.

Announcements

The next monthly meeting was confirmed: 13 January, 2022, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Erica Hubler/Lisa Savoia), and the Board unanimously agreed. Meeting was adjourned at 8:38 pm.