

## **Keyport Free Public Library Board of Trustees**

### **Library Board Monthly Meeting Agenda**

**December 7, 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 9 November 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
  - Proposed 2024 Budget Review/Approval
12. New Business
  - Trustee Check- In

- Director's Performance Appraisal
- 2024 Staff and Director Salary Increases
- Staff Holiday Pay

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: 11 January 2024

17. Adjournment