

Library Board Meeting Minutes

Keyport Free Public Library Board of Trustees

January 14, 2021

1. Call to Order from a virtual zoom meeting due to the Covid-19 pandemic – Ed Carew

2. Announcement of Compliance with the Open Public Meetings Law

- 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 INDEPENDENT and THE STAR LEDGER.

3. Roll Call – Leslie Kotzas

In attendance: Ed Carew, Sue Kleinberg, Janet Torsney, Leslie Kotzas, Natalie Lawson-Smith, Chris Leising, Rosemary Besrutschkko, Lisa Savoia, Erica Hubler and Mayor Kennedy

4. Approval of Minutes of Previous Meeting – Roll Call Vote

- **Motion** to approve minutes.
- Mayor Kennedy motioned. Lisa Seconded. Motion passed. Erica abstained.

5. Director's Report

- To install an Elizabeth Walling mural would be \$500 to put in the reading room. It will be a canvas and be hung on the wall until the walls can be repaired and painted. There was discussion about the colors and type of mural on the wall and how it would be update in the future. Ed asked if Betty Hurlbert, the sister of Elizabeth, could be included in the room. Chris asked if the artist was amenable to changing. The Mayor brought up that Betty could have a garden item name after her.
- Leslie Kotzas has been working on the Children's room and trying to create balance. She provided an instruction on cataloging. She donated 8 sets of series books.
- Kathrin Smith donated \$200 for summer reading.
- Janet has been coordinating with the schools for the Dollar Store program for ESL.
- 1000 books before kindergarten program has started at the library.
- 7th graders are forming a teen advisory board.
- AARP is not doing taxes in person. The volunteers don't feel safe.
- Trivia is happening only once or twice a month, linking it to holidays.
- There is an outdoor art project using old campaign signs.

- For Martin Luther King Jr. day the library will be promoting his speeches and readings, as well as a panel discussion.
- For Black History Month there will be readings from Virginia Hamilton, *Her Stories*, on Zoom and have trivia and games around African American history.
- Janet is working with the schools on getting digital library cards.
- New library cards are almost ready to be printed.
- Janet and the Finance Committee are going to present the 2021 budget next month in February.
- Janet is in the process of doing staff evaluation.
- Janet went to Governor Murphy's information session. They seem to be saying that 70% of people will have a vaccine by 6 months.
- Night in Birmingham Jail, will be hosted Friday, Sunday, and Monday.

6. Treasurer's Report

- Rosemary had some questions about salaries when making the total budget for salaries around COVID. When the 2020 budget is complete the finance committee will use that to create the 2021 budget.
- The rest of the budget is up-to-date for 2020. Without final salaries, there was an excess of \$8,765.

7. Review of Bills & Action to Pay Bills – Roll Call Vote

- There is a large bill from LMxAC, our membership bill coming up.
- There were 5 squirrels removed from the roof. But unless the soffits are repaired, they will continue to get in. In the future, the Mayor said to contact her and she will help sort out what the Borough will pay for concerning items about the building. The Mayor, Janet, and Jay will set up a meeting.
- Sue would like to revisit a lease with the Borough. Ed, said that he will put a building and grounds committee meeting together.
- **Motion** to pay the bills.
- Sue motioned. Erica seconded. Motion passed unanimously.

8. Public Portion – Open Time to Address the Board

- No one from the public.

9. Old Business

10. New Business

- Board Member Positions
- President - Ed is nominated as President and unanimously voted to become President.

- Vice president - Sue is nominated as Vice President and unanimously voted to become Vice President.
- Secretary - Chris is nominated as Secretary and unanimously voted to become Secretary.
- Treasurer - Rosemary is nominated for Treasurer and unanimously voted to become Treasurer.
- There will be no council liaison this year.
- The personnel committee had a meeting to talk about raises and sick leave. This year in an effort to get to \$15 an hour by 2024, many staff received greater than the 2% raise so that we meet the NJ minimum wage incrementally.
- **Motion** to accept pay raises as presented but with a 17% raise given to Library Assistant 1.
 - Sue motioned. Chris seconded. Motion passed. Leslie voted no.
- **Motion** to pay 50% of sick time and not carry over the rest.
 - Chris motioned. Rosemary seconded. Motioned passed with Sue voting no.
- Financial committee meeting
 - The committee met to talk about year end budgets. Various increases will cover the increases in salaries.

- They are developing their budget for the coming year.
- Ed asked that Erica join the Personnel and Policy committee, Friends of the Library Liaison, and Granting writing. She graciously accepted.
- Building and Grounds Committee is looking into a gazebo. The gazebo would 16'x16' and would fill up the whole space. It would have lighting and other amenities.

11. Announcements

12. Confirmation of Next Meeting: Thursday, February 11, 2021 – 7pm via Zoom.

13. Adjournment at 8:30pm .

- **Motion** to adjourn
 - Mayor Kennedy motioned. Lisa seconded. Motion passed unanimously.