



Keyport Free Public Library Board of Trustees

Monthly Meeting Agenda

March 12, 2026

PLEASE NOTE: THIS MEETING WILL BE HELD IN PERSON

Agenda Items:

1. Call to Order-Erica Hubler
2. Roll Call-Andrea Block

Erica Hubler, Sandra Marion, Andrea Block, Chris Leising, Alexandra Walczak, Mariadonna Litwak, Rose Araneo, Lisa Savola, Jeanne Marie Ryan

3. Announcement of Compliance with the Open Public Meetings Act

"In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., as amended, adequate notice of this meeting has been provided. The schedule of regular meetings for the 2026 calendar year, including the time and location, was prominently posted on the library website at www.keyportlibrary.org on March 9, 2026 and remained posted for at least one week."

4. Pledge of Allegiance to the Flag of the United States
5. Agenda Review
6. Approval of minutes of February 10th, 2026 Board Meeting-
Motion-Sandra Marion
Second: Alexandra Walczak
Passed unanimously
7. Director's Report-Jeanne Marie Ryan

2026 February Director's Report (Updated) Keyport Library Board of Trustees Meeting March 2026

Updates

Christine George, Jayme Gold, Rose Keith, Sue Mulligan, Barbara Raftery, and Stacey Wilson are all working together to provide great service for library users. Jeanne Marie Ryan attended the New Jersey Library Association Conference from February 17-19. There was a showing of The Librarians which is a documentary about book challenges in this country. It also details some of what happened with a school librarian in New Jersey and how that led to The Freedom to Read Act. The library was closed on February 23 and 24 due to the snow storm. A Memorandum of Understanding was signed with the Keyport School District in reference to the early literacy grant after the board approved such action at their February meeting. A job ad has been posted for the library assistant job. Keyport Library lends more items to consortium libraries than it borrows.

Item Circulation By Collection

Keyport Free Public Library

	Items	Checkouts	Renewals	Total Renewals and Checkouts
<None>	2	2	0	2
Adult Collection	6	4	2	6
Adult Fiction	264	175	136	311
Adult Media	71	68	53	121
Adult Nonfiction	97	59	57	116
Adult Periodicals	6	6	6	12
Juvenile Collection	2	1	1	2
Juvenile Fiction	357	254	212	466
Juvenile Media	8	8	9	17
Juvenile Nonfiction	65	43	52	95
Juvenile Periodicals	2	2	2	4
Library of Things	1	1	0	1
Teen/YA Collection	13	3	12	15
Teen/YA Fiction	11	5	7	12
Teen/YA Nonfiction	4	3	2	5
World Languages	1	1	1	2
Total For Organization:	910	635	552	1187

8. Financial Report-Chris Leising

Chris Leising provided February financial data (expenses) in the Treasure's Report at this meeting. Chris Leising discussed that we are on track with the operating budget.

9. Review of Bills & Action to Pay Bills-Roll Call Vote

Motion: Lisa Savoia

Second- Erica Hubler

Passed unanimously

10. Committee Reports

- Personnel and Policy- attempted to meet. Rescheduled due to inclement weather
- Building and Grounds- met and identified items that require attention-
lighting. Getting quotes. May need new circuitry
Staff bathroom needs work
Windows- outdoors wood framing needs replacing
Outdoor blocks need fixing and replacing. DPW is fixing the ones they knocked over during plowing and other blocks in the garden will be replaced
The water fountain does not work. Looking into refillable water dispenser
Possibility of a mural on the walls entering the children's room

- Finance- met and discussed current numbers. Identified potential use of capital for building and grounds.

MOTION TO APPROVE SPENDING UP TO 75K FROM CAPITAL FUNDS FOR UPGRADES

Motion- Sandra Marion

Second- Mariadonna Litwak

Passed unanimously

- Friends of the Library- met. Passed new bylaws. The Library Director has given the Friends space for a bulletin board area near the front door to post information. The Friends are looking into getting passes for new places. They have updated their logo and are printing tee shirts. Many fun activities are coming

11. Unfinished Business

- Civil Service- Certificate needs approval by the Business Administrator.
- Barnes and Noble/Amazon Business - Jeanne Marie Ryan is continuing looking into this
- Staff Increases-

RESOLUTION 2026-08

Salary Increases

Whereas, the Board of Trustees decided to increase the salaries of the following employees: Jayme Gold and Stacey Wilson;

Whereas, in recognition of their diligence and hard work serving the community of Keyport, Jayme Gold's and Stacey Wilson's salaries will be increased to \$17 per hour;

Now, therefore, be it

Resolved, that the Board of Trustees authorizes the above salaries for the designated employees to start at the beginning of the next pay period.

Motion- Sandra Marion

Second- Mariadonna Litwak

Passed unanimously

12. New Business

- Trustee Check-In - new requirement for ALL trustees to attend 2 hours annually
- Jeanne Marie Ryan is going to reach out to the Borough Administrator for RFP for electric improvements and repairs.

13. Public Portion-Open Time to Address the Board

motion to open 7:53

Motion-Rose Araneo

Second- Sandy Marion

Passed unanimously

14. Closed Session (IF NEEDED)

15. Action on Closed Session Items (IF NEEDED)

16. Closing Public Session

Motion to close 7:53

Motion: Alexandra Walczak

Second- Rose Araneo

Passed unanimously

17. Board Comments/Announcements

- MOTION TO CLOSE LIBRARY ON MARCH 21 FOR ST. PATRICK'S DAY PARADE AT 1:00 PM

Motion- Chris Leising

Second- Sandra Marion

Passed unanimously

- Confirmation of Next Meeting; April 9, 2026

18. Adjournment Motion 7:57

Motion-Alexandra Walczak

Second-Lisa Savola

passed unanimously