

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

11 May 2023

Call to Order

Michele Brusca 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

Michele Brusca 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 ASBURY PARK PRESS AND THE STAR-LEDGER.**

Roll Call

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

Approve 13 April 2023 Board Meeting Minutes

The motion to approve the 13 April 2023 Board Meeting Minutes (Ed/Carew/Natalie Lawson Smith) with a revision as discussed was accepted by the Board. All members voted yes.

Director's Report

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

Building & Equipment

- The upstairs and downstairs carpets were cleaned on April 29th.
- The Children's room flooded on April 30th because of the heavy rains. The Borough Administrator was contacted. DPW came to help. DPW and the Director used equipment to suck of the water.
- Terra Casa cleared the middle of the garden on right side of the building and put down gravel for \$700.
- Tom Hendrickson has volunteered to build and install raised beds in the cleared area for the Library to use for educational purposes, at no cost to the Library. (This is contingent on adult volunteers being approved).
- Check Electric has been contacted to install a brighter light on the stairs (per the Capital Improvement Plan). Once the light is installed, the picture rail will be put in to display Historical Society items.
- The Senior Center has changed their gardens and donated some of the bricks from their paths to the Library. The Director intends to use them for paths around the raised beds.
- The Borough Administrator and Head of DPW came to the Library for a visit to look at the facilities and grounds, including a visual inspection of the library's compost pile

Collaborations

- The Community Partnerships Elective class at Central School is learning about growing vegetables. The Director is going to give a presentation to the 7th & 8th grade elective class about growing vegetables, then they will come to the Library and plant vegetables, and in turn, teach other students at Central School about growing food.
- The Library provided a program for a small, special needs library program from Central School with Mrs. Koumoulis.
- The Director attended the Bilingual Advisory Meeting at Central School and promoted Library programs, emphasizing Mango Languages and our ESL classes.
- The Historical Society held their first presentation at the Library on the Aeromarine Plane and Motor Co.
- The Friends of the Library sponsored Crochet Class for Beginners, first of three classes, took place.

Finances

- The first award check from the Monmouth County Regrant program has arrived. It is \$625.00.

Grants

- The Level Up Your Library grant from LibraryLinkNJ was not awarded to the Keyport Library but the Director will pursue other avenues of funding to continue the creation of a teen space.

Personnel & Policy

- All of the staff have been evaluated and Stephanie Young has passed her 90-day trial period.
- The Library Board Trustee By-laws have been updated and are ready to be discussed during this meeting.

Programs

- Spring Break and National Library week programs went well and we received a lot of positive feedback about our social media game and our activities.
- Councilperson Lori Davidson has put the Director in contact with Andrew Spears to talk about a Storywalk on the Henry Hudson Trail. Mr. Spears spoke with the Director and requested details about the Storywalk. Because it will be provided and maintained by the Library, it should be given permission by the Monmouth Park Service to move forward.
- Highlighted programs for May:
 - Storytime & Planting the READ Garden – Saturday, May 20 at 11am
 - Ceramic Teapot Painting – Thursday, May 25 at 4:30pm

Treasurer's Report

Rose Besrutschko presented the Treasurer's report. The Board discussed the Borough's schedule for funding the library. The first quarter's payment was received in March, and the second quarter's payment is expected in June.

Review of Bills & Action to Pay Bills

The motion to pay April 2023 bills (Chris Leising/Erica Hubler) was accepted by the Board. All members voted yes.

Public Portion

The motion to open the meeting to public comments (Mayor Araneo/Andrea Block) was approved by all at 7:32 pm. No members of the public were present. The motion to close the meeting (Michele Brusca/Erica Hubler) was made at 7:33 pm and approved by all.

Committee Reports

- ☐ Personnel and Policy – The Personnel and Policy Committee met to discuss the creation of an Adult Volunteering program policy. This is discussed further in New Business below.
- ☐ Buildings and Grounds – Did not meet
- ☐ Finance - Did not meet.

Old Business

The Board discussed the proposed By-Laws Revision document. The Board agreed to amend the By-Laws Revision document based on the Board's discussion, and provide the amended document to the Library's attorney for review.

Michele Brusca commented on the previous Borough Council meeting where the regulations applicable to the library's compost pile were discussed. The regulations associated with maintaining the compost pile would likely have a financial impact on the library or Borough, along with NJ DEP registration and inspections. In addition, standards and restrictions would need to be maintained and reported. As a result, the Keyport Borough Department of Public Works will remove it, as discussed with Leslie.

Plans for the StoryWalk were addressed during the Director's Report.

The Building and Grounds improvements update was addressed during the Director's Report.

The proposed Shared Services Agreement (SSA) is expected to be reviewed with the Borough's Business Administrator at a future date.

New Business

The Board reviewed the Adult Volunteer Policy proposed by the Personnel and Policy Committee. The motion to accept this policy with amendments as discussed (Chris Leising/ERICA Hubler) was approved. All members voted yes.

ERICA Hubler, Michele Brusca, and Leslie Kotzas attended May's NJ State Library Trustee Check-In. The Check-in focused on "First Amendment Audits". The Board discussed how to educate the staff should this ever occur at our Library.

Announcements

The Borough will hold a Juneteenth Celebration on June 17, 2023 at the Borough waterfront MiniPark (11:00 -12:30). The Library is closed that day, but will provide support as needed.

The next monthly meeting was confirmed: June 8, 2023, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (ERICA Hubler/Lisa Savoia), and the Board unanimously agreed. The meeting was adjourned at 8:13 pm.