

Keyport Free Public Library Board of Trustees

Library Board Monthly Meeting Agenda

12 May, 2022

**PLEASE NOTE: DUE TO THE SURGE IN COVID CASES/INCREASED RISK,
THIS MEETING WILL BE HELD IN PERSON AND VIA ZOOM
VIDEOCONFERENCING**

Agenda Items:

1. Call to Order – Chris Leising
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.**
 - Roll Call – Erica Hubler

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.

- Approval of Minutes of 14 April 2022 Board Meeting – Roll Call Vote
- Director's Report – Leslie Kotzas
- Treasurer's Report – Rose Besrutschko
- Review of Bills & Action to Pay Bills – Roll Call Vote
- Public Portion – Open Time to Address the Board

- Committee Reports
 - Personnel and Policy
 - Building and Grounds
 - Public Relations
 - Finance

- Old Business
 - Finalize Personnel Manual Draft
 - Printer Lease vs Buy Analysis
 - Information on Intellectual Freedom
 - Fine Free Library
 - Compost area build and garden plan for community usage

- New Business
 - Trustee Check- In
 - Service Project Opportunity/Processes (IE: Boy Scouts, Girl Scouts, High School Students, etc.)
 - Vacation Accrual Clause or solution

- Announcements

- Confirmation of Next Meeting: 9 June, 2022

- Adjournment