

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

08 August, 2024

Call to Order

Michele Brusca called the meeting to order at 7:00 pm. The meeting was held in person.

Roll Call

Attendees included Leslie Kotzas, Michele Brusca, Erica Hubler, Chris Leising, Mayor Araneo, Andrea Block, Sandra Marion, and Anne Marie Reedy. Rosemary Besrutschko and Lisa Savoia were absent.

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.**

Pledge of Allegiance to the Flag of the United States

The Board recited the Pledge of Allegiance to the Flag of the United States.

Agenda Review

The agenda was accepted by the Board as proposed.

Approve 11 July 2024 Board Meeting Minutes

The motion to approve the 11 July 2024 Board Meeting Minutes (Andrea Block/Anne Marie Reedy) was accepted by the Board. Mayor Araneo abstained from this vote. Rosemary Besrutschko and Lisa Savoia were absent. All other members voted yes.

Director's Report

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

Building & Equipment

- Creative Library Concepts is installing the shelving August 13th or 15th. DPW has been contacted to remove the old shelving and paint on the dry-loc sealer the day before.
- The boiler had been updated by Coastal with the correct part and the information was sent to the NJ Bureau of Boiler and Pressure Vessel Compliance.
- The children's entrance (the pillars above the concrete entrance) has been painted white by volunteer Tom Hendrickson because the paint was chipping.
- DPW came and changed light bulbs and removed an old cabinet from the Director's office.
- There were 2 lights that needed to be repaired so Check Electric came and fixed them.

Collaborations

- Friends of the Library
 - The Director has been posting events as she receives them on social media and sharing reels.
 - The Director has made sure correspondence with the Friends has reached them.
 - The Director is now sorting and discarding/saving books for the next book sale in the shed. The Friends will hold another book sale during the fall town-wide yard sale.
 - The Friends have agreed to buy the electric sign for the Teen Space and the fairy lights. The Friends are also going to reimburse the purchase of 2 pairs of binoculars and a telescope.
- Keyport Public Schools
 - The Director has hosted a 5th and 6th grade summer class from Central School once a week for 4 weeks this summer. The students signed up for Summer Reading, checked out books, and enjoy the games and activities at the Library.
 - The vegetable garden had its first batch of tomatoes for the Food Pantry. There are 4 watermelons and a couple of pumpkins that are getting big.

Collection

- The Children's Department has added Wonder Books to the collection. These are picture books that have small speaker that audibly read the text to the user . We will add to our collection slowly.

Programs

- Summer Reading ends on the 10th of August. There are over 100 kids and over 20 teens signed up.
- The Storywalk story was changed to Beneath by Cori Doerrfell. It will end on August 10th or 11th as well.
- Highlighted programs for August:
 - End Party, Saturday, August 10th – 10am – 2pm
 - ESL Summer Session, August 19th -29th.

Treasurer's Report

Rose Besrutschko was absent for this meeting, but will address both July and August financial data in her Treasurer's Report next month.

Review of Bills & Action to Pay Bills

The motion to pay the July 2024 bills (Sandra Marion/Erica Hubler) was approved by all members present. Rosemary Besrutschko and Lisa Savoia were absent for this vote.

Committee Reports

- ☐ Personnel and Policy – The Personnel and Policy Committee did not meet
- ☐ Buildings and Grounds – The Building and Grounds Committee did not meet
- ☐ Finance – The Finance Committee did not meet
- ☐ Friends of the Library – The Friends of the Library are preparing for the upcoming September book sale, and are starting planning for the annual Scarecrow Contest. The Friends also agreed to sponsor the purchase of the telescope, two pairs of binoculars,

the Teen Space sign, and fairy lights, as noted in the Director's Report. The Friends will reimburse the Library for these purchases once they receive the invoices from the Director.

Unfinished Business

- ☐ Mayor Araneo requested that the Library's attorney contact the Borough's attorney regarding the Shared Services Agreement
- ☐ The shelving unit installation was addressed above in the Director's Report section
- ☐ The purchase of self-checkout stations was tabled until the September Board meeting
- ☐ As previously reported, Sandra Marion has donated a 17" Asus laptop with monitor for the staff to evaluate for possible use in the library. The Director has not yet set up this computer, due to the ongoing changes being made to the STELLA (formerly LMxAC) computer infrastructure. The group discussed potential staff use of this computer – specifically, how it might be integrated into their workflows. Leslie agreed to expedite setup of this computer and kick off the staff trial of this device.

New Business

- ☐ Trustee Check-Ins: No trustee check-in occurred this month.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Erica Hubler) was approved by all present at 7:21 pm. No public comments were provided. The motion to close the public portion of the meeting (Michele Brusca/Erica Hubler) was made at 7:21 pm and approved by all members present.

Announcements

The next Board meeting will be held on 12 September, 2024 at 7:00 pm. This meeting will be in-person, with a Zoom link provided for virtual attendance if requested by one or more Board members.

Adjournment

A motion was made to adjourn this meeting (Erica Hubler/Sandra Marion), and all members present unanimously agreed. The meeting was adjourned at 7:22 pm.