Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

08 April, 2021

Call to Order

Ed Carew called the meeting to order at 7:03 pm via a virtual Zoom conference due to the Covid-19 pandemic.

Announcement of Compliance with the Open Public Meetings Law

Ed Carew 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 INDEPENDENT and THE STAR LEDGER.**

Roll Call

Attendees included Janet Torsney, Edward Carew, Sue Kleinberg, Rosemary Besrutschko, Chris Leising, Erica Hubler, Leslie Kotzas, Natalie Smith, and Collette Kennedy. Lisa Savoia joined the meeting in progress at 8:15 pm.

Approval of Minutes of Previous Meeting

The motion to approve the Minutes (Sue Kleinberg/Erica Hubler) was accepted by the Board members present; Lisa Savoia was not present at the time of this roll call vote.

Director's Report

Janet Torsney provided the monthly Director's Report as follows:

BUILDING/EQUIPMENT

- The water heater was leaking downstairs. It could not be fixed and was installed incorrectly (backwards, wrong voltage and no drain). Apollo installed a standard water heater and drainage system; VSG corrected the voltage.
- DPW installed a new light fixture in the vestibule and replaced the Library's flag.
- Passed boiler inspection on 3/23/21.
- Janet reviewed the Library's telephone service with the current provider (Optimum). Upgraded service was recommended that will provide an additional business line for

handling multiple simultaneous calls and rollover to the answering machine as needed, increase the strength of our local and wireless network, and be supported by Optimum if something goes wrong. The service upgrade would cost an additional $60 per month. After discussion, a motion was approved by all Trustees present to authorize the addition of second business telephone line ($60/month expenditure) (Rosemary Besrutschko/Sue Kleinberg). Lisa Savoia was not present at the time of this roll call vote.

- NPP work on the stair railing, new front door and wall repair with targeted availability by early June.

  A motion was approved by the Board to authorize NPP to procure and install a new front door (metal door with a black frame and multi-pane glass, with a push bar latching mechanism) (Leslie Kotzas/Erica Hubler). Sue Kleinberg voted no on this motion, and Mayor Kennedy abstained. Lisa Savoia was not present at the time of this roll call vote.

- Friends agreed to fund 2 tables and signs for the kid's section

- Talked to NJ Carpet Outlet about replacing damaged linoleum in Children's. They recommended putting indoor/outdoor carpet over the linoleum at the estimate cost of between $700 and $1000.

  A motion was approved by the Board to authorize purchase and installation of green indoor/outdoor carpeting for children's library area (not to exceed $1000) (Ed Carew/Leslie Kotzas). Lisa Savoia was not present at the time of this roll call vote.

FINANCE/FUNDRAISING

- Met with the grant writer, borough staff and others to discuss application for the $40 million in additional construction bond funding, which is due June 4. Agreed adding the gazebo to the elevator plan would make a stronger case as we will be increasing accessibility and expanding services. (The gazebo donation could also be credited against the borough match.)

- The new State Librarian decided to make the rest of CARES Act funding ($165,000) available through small tech grants that address digital divide. (Funds have to be spent by 8/21)

  A motion was approved by the Board to apply for the FY21 CARES Act Mini-Grant ($1500) for Public Libraries (Chris Leising/Mayor Kennedy). Lisa Savoia was not present at the time of this roll call vote.

- The State Librarian is deciding how to spend $4 million from the HR1 American Rescue Plan Act (ARPA). Funds have to be spent by 9/22.

- Friends will fundraise for a AWE, computer game and learning center, for our Children's department. They are open to support other ventures, especially those that are shared with the library.

OUTREACH

- Janet was trained on Patron Point, a new service LMxAC is offering that can be used for automated outreach to new users, people needing to renew and promotional mailing.

- The clickthroughs and page views of our Wowbrary emails are steadily increasing. We will pay 20% less because other LMxAC libraries signed on. We added their auto listing of new books to our social media accounts.

- Janet also provided additional data on 2020's outreach efforts, as detailed in the separate infographic attachment.

PROGRAMS

- Starting to work on Summer Reading. Planning a few outdoor activities each month and simplified reading program.

- Talked to SCORE about how they could help spread the word about libraries to the business community. Doing a virtual presentation for them this summer (Libraries are Open for Business). Post Covid, they may assign a volunteer to be here monthly for informal programs and business consultation.

- Also consulted with NJ State Library about programs for the business community including Taxation University and Reference USA.

TECHNOLOGY

- The last piece of securing our local area network, wireless services and cloud storage is the purchase of Meraki Wi-Fi access point and 5-year service agreement available at a discounted rate (through the NJ State Library) of $1,019.95.

  The Board approved a motion to authorize the purchase of the Meraki WiFi Service Access Point hardware, software license, and five year maintenance plan for $1019.95 (Erica Hubler/Natalie Smith). Lisa Savoia was not present at the time of this roll call vote.

<u>Treasurer's Report</u>

Rose Besrutschko provided the April 2021 Treasurer Report. No issues requiring attention/further discussion were noted.

Review of Bills & Action to Pay Bills

The Board reviewed the April 2021 bill list. The Board approved payment of April 2021 bills, with exception of the emergency water heater replacement invoice; if this invoice is not approved for payment with Borough funds by Borough Council in April, it will be paid from library funds (Ed Carew/Natalie Smith). Lisa Savoia was not present at the time of this roll call vote, and Mayor Kennedy abstained.

Janet will provide details surrounding the replacement of the water heater to Mayor Kennedy so that she can provide additional information to the Borough Council regarding this request.

Public Portion

No members of the public were present.

Committee Reports

- Personnel Committee – work continues on the development of a Personnel Manual for Library staff. The committee is targeting a completed first draft for Board review by the May 2021 Board meeting.
- Building and Grounds Committee –
    - The committee performed a library/grounds walkthrough in early April to identify any building/maintenance issues to be addressed by the library/Board, the Borough, or the Building and Grounds Committee. The majority of items identified are generally lower priority. However, a few issues (including removal of materials stored near the furnace, and the potential need additional electrical outlets) will be addressed in the near term with library staff, subcommittee members, and/or Borough personnel as appropriate.
    - Sue has drafted a proposed Memorandum of Understanding (MOU) with the Borough for identification of responsibilities for maintenance of Library building assets. This draft MOU was outlined for Board members in a Closed Session held during this meeting time (see “Closed Session” item below).

Old Business

No old business needed to be addressed.

New Business

The Board discussed timing for reopening of the Library for regular, in-person usage. Given the current high level of COVID infections in New Jersey, Monmouth County, and the Bayshore Area, the Board agreed that the Library should remain closed at this point. The Board will discuss this topic again at the May 2021 Board of Directors meeting.

Closed Session

At 8:25 pm, the Board approved a motion to enter into a Closed Session to discuss potential contract negotiation to which the Keyport Free Public Library may become a party. Lisa Savoia had joined the meeting at this time and initiated the motion, which was seconded by Sue Kleinberg. Mayor Kennedy abstained from this vote. Further, Mayor Kennedy was asked by the Board to recuse herself from this discussion as it would involve issues that may require negotiation with Borough officials.

In the Closed Session the Board discussed a rough draft of a proposal for a Memorandum of Understanding (MOU) with the Borough Council concerning who will be responsible for payments for the various building repairs and maintenance responsibilities. No action was taken other than updating the draft proposal.

At 8:53 pm, the Board approved a motion to end the Closed Session (Sue Kleinberg/Lisa Savoia).

Announcements

The next monthly meeting was confirmed: 13 May, 2021 – 7:00; it will be held virtually via Zoom conferencing.

Adjournment

A motion was made to adjourn this meeting (Lisa Savoia/Leslie Kotzas), and the Board unanimously agreed. Meeting was adjourned at 8:55 pm.