

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

June 15, 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. This meeting was originally scheduled for June 8, 2023, but was postponed until June 15, 2023 due to significant area-wide air quality issues the week of June 4th.

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, Ed Carew, Natalie Lawson Smith, and Andrea Block (arrived at 7:22 pm). Mayor Araneo was absent.

Approve 13 April 2023 Board Meeting Minutes

The motion to approve the 11 May 2023 Board Meeting Minutes (Ed/Carew/Erica Hubler) was accepted by the Board. All members present voted yes.

Director's Report

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

Building & Equipment

- The compost pile has almost completely been removed by the DPW.
- Library volunteer, Tom Hendrickson, has completed many building maintenance tasks.
 - Built the raised beds, supplying lumber and his own tools to complete it,
 - Drove to pick up dirt for the raised beds and transport it to the Library,
 - Took down blinds in the handicap bathroom and replaced them with opaque window film,
 - Repaired the bathroom window screen that was damaged,
 - Spotted and repaired the leak in the rain barrel,
 - Replaced strips of trim that were sticking out on the right side of the building (it was just trim, not the windowsill),
 - Painted windowsills on the outside black again,
 - Put up a test strip of picture railing in the hallway,
 - Sanded and painted vestibule doors,

- Sanded and painted the wall where shelves were taken down, matching the paint to what had already been there.
- Lumber Super Mart donated a yard of dirt for the raised beds.
- The light on the stairs was installed by Check Electric. It is always on but dim when there is no motion. Motion activates it to brighten. There is a backup battery in case of power failure so that the stairs will always be illuminated.
- Now, 4 out of 9 projects have been completed from the Library's Capital Improvement Plan.
 - Purchase of AWE computer, budget/ actual cost \$2,071
 - Refurbish vestibule doors, budget \$1,000/ actual cost \$0
 - Tint bathroom windows, budget \$200/ actual \$44.10
 - Replace light in stairway, budget/ actual \$750
- Trustee Ed Carew saw that there are branches hanging on the Library's power lines in the back. The Director contacted the Borough Administrator and she put the Director in contact with First Energy and the Monmouth County Shade Commission to figure out how to take care of the issue. DPW also came by and took a look at the trees, also noticing that the ones in front need to be trimmed as well. The Director will update the Board as solutions are worked out.
- The boiler inspector came from Bureau of Boiler and Pressure Vessel Compliance, NJ Department of Labor and Workforce Development. The Library's boiler passed this year but will fail next year because of some corroded pipes. The Director will get quotes to see about fixing it for next year.
- The building inspector came to check on our chimney and there were no issues found. It is ready for fire inspection.
- The Director has received the quote from Apollo to fix the handicap bathroom pump and per the Borough Administrator's request, she will work with DPW and the Borough to get it fixed.

Collaborations

- The Director made a presentation to the Community Partnerships Elective class about gardening and then the 7th graders came and planted the raised bed. Many of the students are interested in volunteering and they will help to maintain the garden all summer.
- The Director attended Red Raider Night at Central School for outreach.
- The Library participated in Garden Walk, and while only 12 people were recorded coming into the Library that day, the gardens and grounds received compliments.

Personnel & Policy

- The Library held Staff Day. The staff reviewed policies, procedures, and watched an EDI video and discussed the contents afterwards. Cat from Stress Free Body came and did gentle/chair yoga for the staff.
- A patron from Matawan has signed up to volunteer at the Library. She has an MLIS degree and is connected to 3BR so she is in Keyport all the time. The Director made this exception because the volunteer has valuable skills and a desire to help.
- The Library Board Trustee By-laws have been reviewed and updated by the Library lawyer and are ready to be discussed and voted on.

Programs

- The details of the Storywalk were sent to the Monmouth County Parks. The book entitled, *You Are a Story* by Bob Raczka, was selected for the first book to be displayed. In total, the cost of the Storywalk is less than \$140 for supplies.
- Highlighted programs for June:

- Summer Reading Kick Off - Saturday, June 24th from 10am-2pm. Kids can register for Summer Reading. There will also be a petting zoo from 11am – 12:30pm, outside behind the Library.
- Blind Date with a book – Monday June 26-July 1 - Adults can check out a wrapped book to see what kind of mystery title they got.

Treasurer's Report

Rose Besrutschko presented the Treasurer's report. No further discussion was required.

Review of Bills & Action to Pay Bills

The motion to pay May 2023 bills (Chris Leising/Andrea Block) was accepted by the Board. All members present voted yes.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Erica Hubler) was approved by all at 7:26 pm. Alexandra Yanosh, President of the Friends of the Keyport Library, presented a report on 2023 activities covering community engagement, fundraising, Library advocacy, and cultural experiences. The Friends are having a very successful year and anticipate strong membership growth (twenty membership applications were requested by interested individuals in June alone). The motion to close the public portion of the meeting (Ed Carew/Erica Hubler) was made at 7:41 pm and approved by all present.

Committee Reports

- ☐ Personnel and Policy – The Personnel and Policy Committee did not meet this month, but did review the proposed By-Laws document via email after final inputs were received as a result of the Library Board's attorney review. Further discussion on the By-Laws is provided below in Old Business
- ☐ Buildings and Grounds – Did not meet
- ☐ Finance - Did not meet
- ☐ Friends of the Library – See Public Portion information above.

Old Business

The Board discussed the changes to the By-Laws Revision document proposed by the Board's attorney. An additional change was identified by the Board – in the Article I., Body Corporate, the Board incorporation date will be indicated as "Date to be Determined".

The motion to accept the By-Laws Revision document with the incorporation date change (Erica Hubler/Ed Carew) was approved by all present.

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

Volunteer support was 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

No Trustee Check-In occurred this month.

Announcements

The next monthly meeting was confirmed: July 13, 2023, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Erica Hubler/Michele Brusca), and the Board unanimously agreed. The meeting was adjourned at 7:54 pm.