

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

June 13, 2024

Call to Order

Michele Brusca called the meeting to order at 7:02 pm. The meeting was held in person.

Announcement of Board Member Changes

Michele Brusca announced that Tom Hendrickson resigned from the Board of Trustees. She also announced that Anne Marie Reedy has been appointed to the Board as Tom's replacement.

Roll Call

Attendees included Leslie Kotzas, Michele Brusca, Erica Hubler, Chris Leising, Rosemary Besrutschko, Lisa Savoia, Mayor Araneo, Andrea Block, and Sandra Marion. Anne Marie Reedy was 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 09 May 2024 Board Meeting Minutes

The motion to approve the 09 May 2024 Board Meeting Minutes (Erica Hubler/Sandra Marion) was accepted by the Board. Mayor Araneo abstained from this vote. Anne Marie Reedy was absent (but would have been required to abstain). 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

- The new door was installed by C&M Door Controls on Thursday, June 6th. On June 14th, the electrician will come and install the electric to make the automatic door opener work.
- The State of NJ Department of Labor and Workforce Development fine from 2014 has not be resolved yet. The Director will keep the Board posted.

- The boiler failed inspection this year. The Director is working with Coastal who did work to the boiler before to get it fixed. One of the replacement parts they put on was not up to the Boiler inspector's standards.
- The Director has been in contact with DPW. They are working with Apollo to get the bathroom sump pump panel replaced, they repaired the flag pole, they are going to help the Director bring the clock downstairs, and they are still getting quotes for putting a sump pump in the Children's room.
- The 'Library Parking Only Sign' was taken down. The Director would like to replace it with a Library Sign. It will cost between \$100-\$200. The Board agreed to this sign replacement. Since the sign is located on a county road, the Director will contact Monmouth County to get the detailed requirements associated with the sign replacement.



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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 to the Friends has reached them.
 - The Director helped the Friends with a Books & Bling sale during the town-wide yard sale. The Director collected, sorted, and stored books for the Friends as well as collected jewelry.
 - According to the Friends it was a successful sale and they made \$810.00. They plan on doing the book and bling sale in the fall as well.
- Keyport Public Schools
 - The Director visited the Community Partnerships class to plant seedlings and then on the 31st of May they visited the Library and planted the seedlings along with some plants that were purchased.
 - A small neurodivergent class from Keyport Central School came for a storytime and library tour.
 - The Director will be attending events on Wednesday, June 12th for the Summer Program Family Information Session to promote the Library's Summer Reading Program.
- Keyport Senior Center
 - The Director held the Community Conversation on May 31st at the Senior Center. It was a small group of 5 people but there were seniors and a young mother.
 - Everyone agreed that having an automatic door opener on the Children's door was a good idea. Here are some other ideas/feedback that came up:
 - Make a handicap parking space in front of the Library.
 - Open on Sundays.
 - Remove sign about hours on curb.
 - Advertise more about curbside service.
 - Make a curbside drop-box.

- Get self-checkout stations.
- Create access to the upstairs.

Mayor Araneo proposed that curbside pickup be advertised in the Borough's newsletter. Lisa Savoia also offered to help with the advertising of curbside service.

Consortium

- The new consortium name is now STELLA (Sharing and Technology Enhancing Local Library Access).
- The consortium has been migrating data from one Workflows to Polaris Leap for the last 10 days. On June 14th, the new check-out system will be up and running.
- STELLA will require member libraries to have their own websites by February 2025. They are working to find a website provider who can help Keyport and other libraries develop their sites at a discounted price.

Personnel & Policy

- The librarians attended NJLA.
- All of the staff have done training on our new check-out system, Polaris Leap.

Programs

- The Summer Reading Program, Adventure Begins at Your Library, runs from June 15-August 10. There will be programs and prizes for all ages. The Library requested that the 3rd street next to the Library be closed to traffic for the Kick-off party from the Borough. There will be 2 large bounce houses set up in the street.
- The Library has permission to put a Storywalk on the Henry Hudson Trail like last year. The book that was selected is *Once Upon a Book* by Grace Lin.
- The Bayshore Success Center asked to start a Spanish Language Book Club at the Library. There are 2 dates and times listed on the June calendar so they get a feel for when Spanish Speakers would like to attend. They are also helping to promote our ESL classes.
- For their outreach and giving, Goldman Sacks has asked to do some volunteer hours at the library. Eight employees will attend Summer Reading Kick-off to help with the crafts and games. They have all received a background check as required for Library volunteering.
- Highlighted programs for June:
 - Summer Reading Kick-off Party, June 15th 10am -2pm
 - Glow in the Dark Paint Along for Adults, June 25th, 5:30pm – 7pm.

Treasurer's Report

Rose Besrutschko provided a review of the June Treasurer's Report. No discussion was required.

Review of Bills & Action to Pay Bills

The motion to pay the May 2024 bills (Lisa Savoia/Mayor Araneo) was approved by all members present. Anne Marie Reedy was 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, but expects to meet in July
- ☐ Friends of the Library – The Friends of the Library reported a successful “Book and Bling” sale (\$810 income). They are preparing for the upcoming mosaic tile fundraiser sale.

Unfinished Business

- ☐ The Borough has completed legal review of the proposed Shared Services Agreement (SSA); it will be socialized with the Borough Council before being brought back to the Library Board for review.
- ☐ The shelving units are scheduled to be delivered in June
- ☐ The purchase of self-checkout stations was tabled until the July 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. Once this computer is made operational, the staff will provide feedback on the donated laptop.

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 7:42 pm. No members of the public were in attendance. The motion to close the public portion of the meeting (Andrea Block/Erica Hubler) was made at 7:42 pm and approved by all members present.

Announcements

The next Board meeting will be held on July 11, 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 (Mayor Araneo/Sandra Marion), and all members present unanimously agreed. The meeting was adjourned at 7:43 pm.