

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

13 May, 2021

Call to Order

Ed Carew called the meeting to order at 7:03 pm. A virtual Zoom conference call was provided for attendees not able to participate in person.

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, Natalie Smith, Lisa Savoia, and Collette Kennedy.

Presentations by Library Director Candidates

In support of the Library Director hiring selection process, two candidates provided presentations to the Board in response to the interview question scenario: *Develop a social media/website/email campaign to get the entire community involved in the Library's summer program.*

Presentations by Candidate #1 and Candidate #2 are attached.

Approval of 08 April 2021 Board Meeting Minutes

The motion to approve the Minutes (Ed Carew/Chris Leising) was accepted by the Board, with yes votes by all members except Mayor Kennedy (who abstained).

Approval of 22 April 2021 Special Board Meeting Minutes

The motion to approve the Minutes (Rose Besrutschko/Erica Hubler) was accepted by the Board, with yes votes by all members except Mayor Kennedy (who abstained).

Director's Report

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

BUILDING/EQUIPMENT

- The downstairs water fountain was leaking. It has been turned off pending decision about responsibility for repairs. For health reasons, it may be better to replace the fountain with one that fills water bottles.
- Squirrels have been heard in the space above the staff office. Waiting for decision about responsibility for repairs to contact exterminator.
- NPP will replace both doors and repair the back wall sometime this month.
- Ted Kleinberg very generously came to assess our lighting situation. He is going to provide recommendations.
- Working on the art rail install.
- The signs for the children's section, funded by the Friends, have been installed and look great.
- Installation of carpeting over the linoleum and in the vestibule will be scheduled shortly.

CIRCULATION/COLLECTION

- Following CDC guidance about the risk of surface transmission, recommend switching quarantine from 7 to 3 days. Quarantine may be eliminated as part of reopening plan.
- Between January 2020 and May 2021, we sent 10,864 books and DVDs to Better World Books. They estimate that amount saved 173 trees, 84,000 gallons of water, 23 cubic yards of landfill and 36,000 kilowatt hours of electricity.

FINANCE/FUNDRAISING

- The application for construction bond funding is due June 4.
- Applied for State Library technology grant. We did not receive the grant.

PROGRAMS

- Ordered all materials for Summer Reading.
- Checked with Keyport Schools on reading lists.

TECHNOLOGY

- The second phone line is now working! We have to wait until the account is set up properly before we can use all functions.
- Zenith installed the new wireless access point, the last piece of securing our local area network, wireless services and cloud storage.

MISCELLANEOUS

- NPP ribbon-cutting should take place in June.

Subsequent to the discussion of the Director's Report, a Resolution to apply for Construction Bond Funding (Sue Kleinberg/Natalie Smith) was unanimously accepted by the Board.

Treasurer's Report

Rose Besrutschko provided the May 2021 Treasurer Report. The Borough Council has agreed to pay the bill for emergency replacement of the water heater; as a result, Rose will adjust the Library budget figures to reflect this reduction of Library liabilities for May.

Review of Bills & Action to Pay Bills

The motion to pay May bills (Natalie Smith/Erica Hubler) was unanimously accepted by the Board.

Executive Session

A motion was made at 9:00 p.m. to enter into Executive Session to discuss personnel matters with no action to be taken; action to be taken in Open Session (Lisa Savoia/Rose Besrutschko). The motion passed unanimously.

Temporary Director Arrangements

The Board discussed the process to secure temporary Director support while waiting for completion of permanent Director hiring processes.

Director Selection and Hiring Arrangements

The Board discussed appropriate candidate offer(s) for the Director position. As necessary, the Board will seek to hire a Provisional Director in anticipation of ultimately securing a permanent Director.

Return to Open Session

A motion was made to return to Open Session (Erica Hubler/Natalie Smith) at 9:35 p.m. All Board members present voted yes, with Mayor Kennedy absent.

Legal Consultation

A motion was made to authorize the Library Board to enter into hourly consultation agreement with Cleary, Giacobbe, Alferi, and Jacobs LLC for legal services (Sue Kleinberg/Ed Carew). All Board members present voted yes, with Mayor Kennedy absent.

Public Portion

No members of the public were present.

Committee Reports

- Building and Grounds Committee –
 - Ted Kleinberg reviewed the current lighting fixtures in the library, and provided recommendations for improvements to lighting, including the use of equipment and technologies that may qualify for energy program rebates. The Building and

Grounds Committee will provide further follow-up on this topic in future Board meetings.

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. The Board agreed that the library should remain closed until a Provisional/Permanent Director is in place to provide oversight to patron visits. The Board will discuss this topic again at the June 2021 Board of Directors meeting.

Announcements

The next monthly meeting was confirmed: 10 June, 2021, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Erica Hubler/Natalie Smith), and the Board unanimously agreed. Meeting was adjourned at 9:48 pm.