

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

12 August, 2021

Call to Order

Ed Carew called the meeting to order at 7:02 pm. The meeting was held in person, with a virtual Zoom conference call available due to COVID-19 considerations.

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 Edward Carew, Leslie Kotzas, Sue Kleinberg, Rosemary Besrutschko, Chris Leising, Erica Hubler, Natalie Smith, and Matt Goode. Lisa Savoia was absent.

Approval of 13 July 2021 Board Meeting Minutes

The motion to approve the Minutes (Sue Kleinberg/Rose Besrutschko) was accepted by the Board. Matt Goode abstained, and all other members present voted yes.

Director's Report

Leslie Kotzas reviewed the Director's Report. Salient points of this report are as follows:

BUILDING/EQUIPMENT

- The trees that were touching the roof of the library in the back have been cut back.
- The squirrels in the roof have not been resolved. This is becoming more and more urgent.
- Library Interiors has provided a quote for 3 shelves to house our new books in the entry at a cost of \$1357.20.

CIRCULATION/COLLECTION

- The company BrodArt has been contracted to provide books to the Library. It is similar to Baker & Taylor but they specialize in Children's books. There is no price difference between the two companies.

FINANCE/FUNDRAISING

- Ed, Rose, and Leslie went to Santander Bank and were officially added as signers on the bank account. The former finance trustees and former directors have been taken off.
- The 2019 audit is complete.
- ADP was contacted to give a quote for administration of the Library's payroll. The Board discussed the terms of this proposal and will address this as old business during the September 2021 Board meeting.

POLICIES

- The Lending Policy has been updated. The policy that was on the website and made available to patrons is not what the staff have been following. The staff were consulted on what changes they would like to make and the Lending Policy was adjusted.
- These policies have been written with the intention of having them in place as we expand our hours and services.
- The new Lending Policy, Public Internet Use Policy, Supervision of Children Policy, Behavior Policy, and Program Policy are attached to these Minutes.

PERSONNEL

- The library is short on staff and another person needs to be hired to help cover shifts. Leslie proposes that we hire an hourly library for \$20 an hour for 10 hours a week to start and then reassess going forward.
- The Borough is currently putting together a Personnel and Policy Manual following the Civil Services guidelines and once their draft is complete, the Library will use that as a template for their own staff.
- Staff have not been given regular and routine breaks. The following schedule for paid and unpaid breaks is proposed.
 - 4 hrs = 15 min paid break
 - 5 & 6 hrs = 30 min paid break
 - 7 hrs = 30 & 15 min paid break
 - 8 hrs = 1 hour unpaid lunch & two 15 minute paid breaks
- In September, Leslie plans to hold a staff day where all staff can go over all these new policies, ask question, spend some time as a group getting to know each other.

PROGRAMS

- The NPP Ribbon Cutting Ceremony went very well and the Italian Ice Truck, sponsored by the Friends, was very popular.
- An August Programming Calendar has been created, posted online, and paper copies made available to the public. The programs are either virtual or held outside on the library front steps or lawn. Calendar is attached to these Minutes.

TECHNOLOGY

- Zenith updated our computers and patrons are able to use them.

MISCELLANEOUS

- The Libraries Transforming Communities Grant deadline was extended from July 31st to August 31st. The final report is due September 30th. Nicole Henn has been contacted to be the Library's business liaison for the grant. Nicole is helping to organize a focus group of local business owners to start the discussion of how libraries can help the Keyport businesses.
- The Library Hours should be expanded to increase circulation and make it easier for the public to access the library. At the moment, almost every day has a different opening and closing time. Leslie proposed a new schedule for library operational hours.

Motions Related to Director's Report

1. Authorize Leslie Kotzas to spend up to \$1500 to remedy squirrel problem. Authorized course of action includes obtaining quote for squirrel removal, and checking previous exterminator contract for a service guarantee (Sue Kleinberg/Ed Carew). All members present voted yes to approve this motion.
2. Authorize purchase of three bookshelves from Library Interiors Inc. for a total of \$1357.20 (Chris Leising/Erica Hubler). All members present voted yes to approve this motion.
3. Authorize Leslie Kotzas to initiate efforts to hire a part-time Librarian, to work an anticipated 10 hours per week at \$20 per hour (Chris Leising/Matt Goode). All members present voted yes to approve this motion.
4. Approve Resolution 2021-08-12-01, Library Policies (Rose Besrutschko/Erica Hubler). All members present voted yes to approve this motion.
5. Approve Resolution 2021-08-12-03, Staff Breaks (Matt Goode/Natalie Smith). All members present voted yes to approve this motion.
6. Approve Resolution 2021-08-12-04, Library Hours of Operation (Chris Leising/Matt Goode). All members present voted yes to approve this motion.

Treasurer's Report

Rose Besrutschko provided the August 2021 Treasurer Report. No discussion was required.

Review of Bills & Action to Pay Bills

The motion to pay July bills (Ed Carew/Sue Kleinberg) was accepted by the Board. All members present voted yes.

Public Portion

No members of the public were present.

Committee Reports

Executive Session

The Board agreed to enter into Executive Session with no action to be taken; action to be taken in Open Session (Sue Kleinberg/Chris Leising). Matt Goode recused himself from this discussion and all other members present voted yes to approve the motion at 8:3 pm.

Sue Kleinberg presented a draft Memorandum of Understanding/Lease Agreement on behalf of the Building and grounds Committee. The Board discussed content and format of this agreement, with the intent of delivering a final draft to the Borough Attorney for comment and negotiation as needed.

Return to Open Session

The Board agreed to return to Open Session (Sue Kleinberg/Ed Carew). All members presented voted yes to approve this motion at 9:10 pm.

Motion - Memorandum of Understanding/Lease Agreement

The Board authorized preparation of final draft Memorandum of Understanding/Lease Agreement by Sue Kleinberg, with input from Board members. It will be delivered to Borough Attorney for review and response (Sue Kleinberg/Rose Besrutschko). All members presented voted yes to approve this motion.

Old Business

No old business required discussion.

New Business

The scarecrow-making contest will be held again this fall. Materials will be for sale to participants on 18 September, with finished scarecrow entries due by 23 October.

Announcements

The next monthly meeting was confirmed: 09 September, 2021, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Sue Kleinberg/Rose Besrutschko), and the Board unanimously agreed. Meeting was adjourned at 9:15 pm.

ATTACHMENT 1

OLD LENDING POLICY

LIBRARY CARDS

Anyone who lives or owns property in Keyport may apply for a library card at the circulation desk. Proper identification, a reference, and a signed application are required. Children younger than 18 require a parent's signature on their application. Non-residents may purchase library cards for \$10, renewed annually.

BORROWING

Materials	Loan Period	Renewal	Limit per card (if not on hold)
Most Books	3 weeks	3 times	6
New Fiction	7 days	1 time	6
Magazines	1 week	2 times	6
Books on CD	3 weeks	2 times	6
Music CDs	3 weeks	2 times	6
DVDs (Most)	3 days	1 time, if older	2 DVDs total
TV Series	3 days	1 time, if older	2 DVDs total
Instrucional	14 days	1 time, if older	2 DVDs total
Children's Books	3 weeks	3 times	2 per subject
Child Mags	3 weeks	2 times	4
Child CD Books	3 weeks	2 times	4

RETURNS

- An outdoor book return is located on the Broad Street side of the library, and may be used at any time. The book return is emptied each morning, before the library opens, during the day, and before the library closes at night.
- Any overdue charges should be paid on the next visit to the library.
- DVDs, CDs, and cassettes should be returned to the circulation desk. They may be left in the book drop if you cannot make it into the library.

LOST CARDS

- Identification is required to get a replacement library card. The cost is \$1.00 per card first time, \$2.00 second time, and \$3.00 third time the card is replaced.

RENEWING LOANS

- Library materials may be renewed in person or by phone as long as they are not on hold for someone else.
- Seven (7) day materials may be renewed once. Fourteen (14) day materials may be renewed up to 3 times.
- Older DVDs & Instructional DVDs can be renewed.

PLACING RESERVES

- You may call the library during operating hours to ask that a book be held for you, or place a request at the circulation desk. There is no charge for placing reserves.

INTER-LIBRARY LOANS

- Items not owned by the library, may be borrowed from other libraries or through the Middlesex Consortium. But lending policies may not be the same for all libraries

OVERDUE MATERIALS

- The overdue charge for books, CDs & magazines is 5 cents per day.
- New DVD's have an overdue fine of \$5.00 per day & all other DVDs have an overdue fine of \$1.00 per day.

EXAM PROCTORING

- We do not offer proctoring services due to space and staff limitations. Special arrangements, when necessary, can be requested in writing to the Keyport Library Board of Trustees.

USE OF RECORDING DEVICES

- Filming and photography is prohibited on library property unless permission has been granted by the Library Director.
- Filming and the taking of photographs of patrons while on Library Property are prohibited unless their written consent has been given.

PROPOSED NEW LENDING POLICY

LIBRARY CARDS

Anyone who lives or owns property in Keyport may apply for a library card at the circulation desk. Proper identification and a signed application are required. Children younger than 18 require a parent's signature on their application. Non-residents may purchase library cards for \$10, renewed annually.

BORROWING

Materials	Loan Period	Renewal	Limit per card (if not on hold)
Most Books	3 weeks	2 times	Unlimited
New Fiction	1 week	1 time	6
New Nonfiction	3 weeks	2 times	6
Magazines	1 week	2 times	6
Audiobooks	3 weeks	2 time	3
DVDs	3 days	1 time	3 total per adult library card
TV Series DVDs	3 days	1 time	3 total
Instructional DVDs	2 weeks	1 time	3 total
Children's Books	3 weeks	2 times	Unlimited

Children's Magazines	1 week	2 times	6
Children's Summer Reading	3 weeks	2 times	Unlimited, reserved for Keyport Residents

RETURNS

- An outdoor book return is located on the Broad Street side of the library, and may be used at any time. The book return is emptied each morning, before the library opens, during the day, and before the library closes at night.
- Any overdue charges should be paid on the next visit to the library.
- Please return DVDs and audio books to the circulation desk to prevent them from being damaged in the book drop.

LOST CARDS

- Identification is required to get a replacement library card. The cost is \$1.00 per card first time, \$2.00 second time, and \$3.00 third time the card is replaced.

RENEWING LOANS

- Library materials may be renewed in person or by phone.
- One week materials may be renewed once. Two week materials may be renewed up to 2 times.
- Older DVDs & Instructional DVDs can be renewed.

PLACING RESERVES

- You may call the library during operating hours to ask that a book be held for you, or place a request at the circulation desk. There is no charge for placing reserves. Books will be held for one week.

INTER-LIBRARY LOANS

- Items not owned by the library, may be borrowed from other libraries or through the Middlesex Consortium. But lending policies may not be the same for all libraries.

OVERDUE MATERIALS

- The overdue charge for books and magazines is 5 cents per day.
- New DVD's have an overdue fine of \$5.00 per day & all other DVDs have an overdue fine of \$1.00 per day.

ATTACHMENT 2

Public Internet Use Policy

The Keyport Free Public Library provides access to computers and the Internet for patrons. The Library provides free access to all cardholders in good standing. Internet access is provided via our computer workstations as well as through wireless connection. The Library affirms the right of all patron users, regardless of age, to use the Internet in a safe and confidential manner.

The Library does not control information accessed through the Internet and cannot be held responsible for its content. Patrons are responsible for the content that they access. Parents are responsible for the safe use of Library computers by their children. The Library does not filter content on its computers or provide filtering software. Provision of Internet service does not imply that the Library endorses or approves of any material accessed.

The Library is not responsible for any damages resulting from use of the Library's computers or the Library's connection to the Internet, nor can it guarantee privacy of any Internet sessions. The Library reserves the right to suspend a user's privileges due to illegal usage or for any violation of this Policy.

Internet and Computer Use Guidelines

- Patrons should use their library card number to access the computer. If a person does not have a library card, they can sign up for a card or use a guest pass. For non-resident patrons, they may use a guest pass or purchase a library card.
- Patrons with overdue fines in excess of \$5.00 will be blocked from computer use until the fines have been paid.
- There is a limit of 90 minutes of computer time per person per day. Additional 45 minute sessions may be provided as long as there are no patrons waiting to access the computers. The Library cannot guarantee that usage time can be extended beyond the original 90 minute allotment.
- As with other Library materials, parents or guardians are responsible for the Internet information selected or accessed by their children. Children aged 10 and younger must be accompanied by a parent or guardian, or a caregiver while using an Internet computer.
- The computers upstairs are reserved for adults and the computers downstairs are reserved for patrons under 18 years of age. If the adult computers are full, adults may use the children's if no patrons under 18 years of age are waiting for them.
- Printing and downloading of materials from the Internet is permitted as long as it does not violate copyright laws or established licensing agreements. Users may not download or save files or software to the computer's hard drive.

- Users may print information from the workstations at the cost of \$.10 per black and white page and \$.25 per color page. Users should be aware of the size of the document they are printing. Users should preview their print selections prior to printing and are financially responsible for the number of their prints. No refunds are given after pages have been printed.
- The Library cannot guaranty privacy and security for any user. Personal information such as addresses, credit card numbers, Social Security numbers, etc. may be intercepted and misused if transferred electronically. Patrons should use caution when accessing personal and financial information, especially emails, bank accounts, credit card information, etc. The Library is not responsible for damage that may result from information accessed, transferred or downloaded by the user.
- Patrons must respect copyright laws and established licensing agreements and abide by general Internet conduct.
- No patron may disclose personal information about a minor through interactive online media, i.e., email, chat, etc. Illegal or criminal activity utilizing the Internet is prohibited. Such illegal or criminal activity includes, but is not limited the following: hacking, uploading or downloading computer viruses, sexual exploitation of minors, online stalking or harassment.
- Users may not charge to or impose any charges upon the Library through Internet usage or by access to fee-for-service information providers. The Library is not responsible for any software or shareware fees incurred through downloading of software by patron users. Patrons may not attempt to circumvent or compromise the Library's web security software. Behavior which jeopardizes the Library's account or access to resources or attempts to tamper with the Library's web security will result in revocation of Internet use privileges.
- The Library reserves the right to cancel any patron's session or to deny access to computers for any reason that the Director deems harmful to those around them as well as to those who violate this Public Internet Use Policy, the Library's Behavior Policy or engage in illegal or criminal activities. In the case of serious, deliberate damage to the Library computer systems or illegal or criminal activities, the Library reserves the right to contact law enforcement. The Library also reserves the right to modify this Policy and guidelines as necessary to ensure the fair, safe and reasonable use of the Internet.

ATTACHMENT 3

Supervision of Children Policy

The Keyport Free Public Library encourages all children to visit the Library and use its resources. The Keyport Behavior Policy applies to library users of all ages, and are in place to create a safe environment for all.

Parents need to be aware that the Library is a public facility and that it is open to all individuals. It is not the function or purpose of library personnel to supervise or care for children while parents, guardians, or caregivers are outside the Library, or while the adult is occupied elsewhere in the Library. Children visiting the Library should be supervised, for their own safety and the consideration of other patrons.

The following guidelines have been established to ensure the safety and well-being of children visiting the Library:

- No child aged 10 or younger may be left alone in the Library or on the Library premises for any reason. Children 10 years of age or younger must be supervised by a caregiver at all times.
- If a child attends a Library program without a parent/caregiver in the room, the parent/caregiver is expected to remain in the Library building or on the premises and immediately join the child at the end of the program.
- If a parent/caregiver of a child 10 years old or younger cannot be located within the Library building, and is not reachable by phone, the police will be called.
- Children 11 years old or older may be left alone in the Library for reasonable periods of time. This time may vary with the child's maturity. Parents are still responsible for the actions and well-being of their child. Children behaving inappropriately may be asked to leave the Library, in accordance with the Keyport Library Behavior Policy. Should problems arise, the Library will attempt to contact a parent.
- If a child requires close supervision or constant individual attention, regardless of age, the child should not use the library on their own.
- If a child is not allowed to leave the Library without an adult, he/she should not be in the library alone. This is a particular concern in inclement weather and after dark.
- Teenagers are treated as adult users. However, they are still legally the responsibility of their parents.
- Parents/caregivers must be aware of the opening and closing time of the Library. All children should be picked up or have arrangements to leave the library at or before closing time.
- If a child has not been picked up within 15 minutes after closing time, the police will be called.

As a public agency, the Library serves in the best interest of the welfare of all children. The Library is required by law to notify the Division of Youth and Family Services (DYFS) in the event of suspected abuse or neglect of any child. This includes, but is not limited to:

- Mistreatment of a child
- Lack of proper supervision of a child, or
- Repeatedly leaving a child unattended at the Library.

ATTACHMENT 4

BEHAVIOR POLICY

Standards of Acceptable Behavior

All patrons of the Keyport Free Public Library are expected to use the Library, and its resources, in a responsible, lawful, and courteous manner. To better serve all library patrons, the Library Board of Trustees, has established the following standards of acceptable behavior to maintain an atmosphere which promotes the use and enjoyment of the resources, and services, of the Library. It is also designed to protect the safety of the general public, the library staff, equipment and materials of the Library.

Any activity which interferes with the rights of other patrons to use the Library, which could result in physical, emotional, or mental injury to oneself or others, or could result in damage to the facilities, equipment, material, library property or grounds, will be considered disruptive and unacceptable.

Conduct NOT acceptable in the Library, or on Library property, includes, but is not limited to:

- Engaging in any activity that is in violation of Federal, State, local or other applicable laws or Library policy.
- Using behavior disruptive to the legitimate use of the Library. This includes: disorderly conduct, noise or activity, whether intentional or inadvertent, that interferes with the rights of others; physical abuse, abusive or threatening language, and misuse of library equipment or furnishings.
- Using any behavior that disturbs other patrons, for example: talking loudly, staring, or using offensive language.
- Using audible devices set at a volume that disturbs others.
- Using cell phones and other communication devices. Cell phone audible ringers must be turned off.
- Using any behavior that presents an eminent danger to the life or safety of others, including intentional, non-emergency activation of alarmed exits or fire alarms.
- Carrying any instrument which could reasonably, and commonly, be classified as a weapon, or a dangerous instrument, or could be reasonably used as means of aggression, or defense against another, into the Library or onto Library grounds, unless authorized by the law to do so. Any person authorized to carry a weapon must notify Library staff of that fact.
- Soliciting, gambling or panhandling, including: distributing printed materials, signing petitions or conducting surveys that are not authorized by the Library.
- Sleeping in the library, except for young children under the supervision of a parent or caregiver.
- Neglecting to provide proper supervision of children.

- Running, jumping, yelling, or climbing on library property.
- Littering in the library or on library grounds.
- Smoking, the use of alcohol, or any drug constituting a controlled dangerous substance, as defined by New Jersey law.
- Bringing animals, insects, and other living organisms into the Library, other than service animals necessary for disabilities, except as authorized by the Library Director.
- Using wheeled devices in the Library, or on Library grounds, including, but not limited to: skateboards, roller-skates, rollerblades, bicycles, scooters and shopping carts. Exceptions include wheelchairs, walkers, and strollers.
- Patrons are required to wear a shirt and shoes in the Library. Patrons, whose bodily hygiene is offensive, as to constitute a nuisance to other persons, shall be required to leave the building.
- No person may use the lavatory facilities other than for ordinary and usual use. Bathing and laundering clothes are specifically not permitted.
- Library management has the discretion to discard personal items left unattended on Library property in order to preserve a safe environment for library patrons, volunteers and staff.
- All bags and other articles are subject to inspection by library staff members. The Library reserves the right to limit the size and number of items brought into the Library.
- All patrons must leave the Library premises by closing time, when evacuation of the building is necessary, or at any time when requested to do so by Library personnel.

Violation of Standards of Acceptable Behavior

In the event that a patron violates any of these rules, a staff member will tell the individual that his/her behavior violates the Standards of Acceptable Behavior, and that it must stop. If the individual continues the behavior, a staff member will inform the patron that he/she will be asked to leave the Library if the behavior does not stop immediately.

If the behavior persists, he/she will be asked to leave the Library. If the patron refuses, the police will be called to remove the patron from the premises. Under no circumstances will a library employee touch the patron. The staff member who interacts with the patron, and any staff members who witness the interaction, will complete an incident report.

A patron may be banned from the Library for a specific amount of time. This decision will be made by the Library Director. Notice of the suspension will be mailed by certified mail, return receipt requested, to the last known address of the patron, or in the case of a minor child, to his parents or guardians. A copy of the letter will be kept on file at the Library.

Appeal of the suspension may be made, in writing, to the Board of Trustees, Keyport Free Public Library, 109 Broad Street, Keyport, NJ 07735, within ten (10) days of receipt of

notice of suspension. The patron, or in the case of a minor child, the parents or guardians, will be notified by the Board of the date and time of the hearing on the notice of appeal.

Multiple activities violating the Standards of Acceptable Behavior, executed by the same offender, will be considered the second or third offense, even if the action is different.

ATTACHMENT 5

Program Policy

The Keyport Free Public Library is excited to provide programming for all ages. These policies have been established to ensure that everyone gets the most out of the programs and to create an enjoyable experience. Youth programs are created with specific ages to provide developmentally appropriate programs for children of that age.

- All library programs at the Keyport Free Public Library are free and open to the public with first consideration being given to Keyport resident card holders when space is limited.
- Advance registration may be required for planning purposes or when space is limited. Such programs can be registered for by calling the library or signing up online through our website at keyportlibrary.org.
- Programs requiring registration are on a first-come, first-served basis but Keyport Card Holders will be given preference.
- Waiting lists can be maintained for popular program.
- Kids programs are reserved for children ages 0-17 years old.
- To ensure the safety of the children attending programs, caregivers must remain at the library during the program.
- Adult programs are reserved for ages 18+ but children can attend with an adult caregiver.
- A patron may be asked to leave any program if they have broken the rules in our Behavior Policy.

ATTACHMENT 6



August 2021 Programming Calendar

109 Broad Street
Keyport, NJ 07735
(732) 264-0543
keyportlibrary.org
info@keyportnjlilb.org

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
CLOSED		4pm Storytime with Cylvia			10am-6pm Take n'Make Crafts Kits for Kids	
8	9	10	11	12	13	14
CLOSED		4pm Storytime with Cylvia			10am-6pm Take n'Make Crafts Kits for Kids	
15	16	17	18	19	20	21
CLOSED	10am Tots & Tales	4pm Storytime with Cylvia	4pm Kids Garden Treasure Hunt*		10am-6pm Take n'Make Crafts Kits for Kids	10am-2pm To Go Adult Craft Kits
22	23	24	25	26	27	28
CLOSED		4pm Storytime with Cylvia			10am-6pm Take n'Make Crafts Kits for Kids	
29	30	31				
CLOSED	10am Tots & Tales	4pm Storytime with Cylvia				
Library Hours Monday 12-6pm Tuesday 2-8pm Wednesday 2-8pm Thursday 2-6pm Friday 10am-6pm Saturday 10am-2pm Programs Programs that require registration are marked with an (*) and are reserved for Keyport Public Library Card Holders. Kids programs are reserved for children ages 0-17 years old. Adult programs are reserved for adults but children can attend with an adult caregiver. See our online calendar at keyportlibrary.org to read descriptions or call to talk to a librarian. Follow us on social media using keyportlibrary.org.   						

ATTACHMENT 7

KEYPORT FREE PUBLIC LIBRARY BOARD OF TRUSTEES

August 12, 2020

RESOLUTION 2021-08-12-01

LIBRARY POLICIES

Whereas, the Director and Personnel Committee have reviewed old policies and edited new policies;

Whereas, assisting patrons will be improved for the staff when staff know what the policies are and where they are located;

Whereas, patrons will know the proper conduct and use of the Library's facilities and computers;

Now, therefore, be it

Resolved, that the Board of Trustees authorizes the Library Director to post, inform, and enforce the updated Lending Policy, the Public Internet Use Policy, the Supervision of Children Policy, the Behavior Policy, and the Program Policy.

Moved _____

Seconded _____

Votes: Ayes Nays

Edward Carew, President

ATTACHMENT 8

August 12, 2020

RESOLUTION 2021-08-12-03

STAFF BREAKS

Whereas, the Director and Personnel Committee and the Finance Committee have reviewed the Library's current and future staff break needs;

Whereas, there were no formalized break schedules for staff;

Whereas, to be productive, alert, and attentive staff need to have regular breaks to eat and drink away from the Adult/Circulation desk and Children's Desk;

Now, therefore, be it

Resolved, that the Board of Trustees authorizes the Library Director to give breaks to staff in accordance with the following schedule:

- o 4 hours = 15 min paid break
- o 5 & 6 hours = 30 min paid break
- o 7 hours = 30 & 15 min paid break
- o 8 hours = 1 hour unpaid lunch & two 15 minute paid breaks

Moved _____

Seconded _____

Votes: Ayes Nays

Edward Carew, President

ATTACHMENT 9**KEYPORT FREE PUBLIC LIBRARY
BOARD OF TRUSTEES**

August 12, 2020

RESOLUTION 2021-08-12-04

LIBRARY HOURS OF OPERATION

Whereas, the Director and Personnel Committee have reviewed the current and future hours of Library operations;

Whereas, opening the library for more and consistent hours will improve use of the Library;

Whereas, patrons will more easily remember when the Library opens and closes;

Now, therefore, be it

Resolved, that the Board of Trustees authorizes the Library Director to operate the Library for this listed schedule:

- Proposed August 16th hours:
 - Monday 10-6
 - Tuesday 2-8
 - Wednesday 2-8
 - Thursday 10-6
 - Friday 10-6
 - Saturday 10-2
- After hiring new staff member:
 - Monday 10-6
 - Tuesday 10-8
 - Wednesday 10-8
 - Thursday 10-6
 - Friday 10-6
 - Saturday 10-2

Moved _____

Seconded _____

Votes: Ayes Nays

Edward Carew, President