

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

10 October, 2024

Call to Order

Michele Brusca called the meeting to order at 7:00 pm. The meeting was held in person.

Roll Call

Attendees included Leslie Kotzas, Michele Brusca, Erica Hubler, Chris Leising, Rosemary Besrutschko, Lisa Savoia, Andrea Block, and Sandra Marion. Mayor Araneo 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 12 September 2024 Board Meeting Minutes

The motion to approve the 12 September 2024 Board Meeting Minutes (Andrea Block/Erica Hubler) was accepted by the Board. Mayor Araneo was absent for this vote. 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 boiler fix that was expected to be completed by Coastal in July was not finished at that time; it is now done. Therefore, the bill for that is included this month.
- The borrowed carts have been picked up and will be returned on October 11th.
- The Director has taken the clock down out of the attic and it is in the Director's office. The next step is to get an acrylic case and put it in the entryway for the patrons to view it.

Collaborations

- Arts Society
 - There are two programs that the Arts Society is doing in collaboration with the Library. The first is a brick painting contest. It will be displayed by the READ sign. The second is a pet memorial rock garden. The rock garden has a sign that

needs approval by the Borough to be installed. The rock garden will last a year and then be moved to another location.

- Garden Club
 - The Garden Club puts a thematic arrangement in the Library each month.
- 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 is now sorting and discarding books that have been leftover from the sale so that the shed is not filled.
- Keyport Public Schools
 - The students have been given digital cards again this year. Students already signed up have been renewed and new students and teachers have been given new digital library cards.
 - The kindergarten, first grade, and second grade will all come on walking trips to the Library to learn about the Library.
 - The Director attended Red Raider Night and Bilingual Advisory Night.
 - The Library will host a special needs class at the end of October.
 - The Translation Club from the High School would like to come to the Library on a regular schedule and provide services to the community.

Personnel and Policy

- The Director and the Personnel & Policy Committee met several times to advertise and assess resumes for the Director's position. 11 applicants have applied for the position and 7 were given interviews.
- The Director and the Personnel & Policy Committee met to discuss the policy for lending the Library of Things items.
- The motion to adopt Resolution 2024-10-10-01, Policy for Lending Library of Things Items (Michele Brusca/Erica Hubler) was approved by all members present.

Programs

- Highlighted programs for October:
 - Ghost Stories featuring The Parlour on October 22nd at 6:30pm
 - Pumpkin Painting on October 30th from 10am-6pm.

Treasurer's Report

Rose Besrutschko provided September financial data in her Treasurer's Report at this meeting. No questions arose regarding her report.

Review of Bills & Action to Pay Bills

The motion to pay the September 2024 bills (Sandra Marion/Andrea Block) was approved by all members present.

Committee Reports

- ☐ Personnel and Policy – As indicated in the Director's Report, the Personnel and Policy Committee conducted seven interviews for the eleven candidates that applied for the Library Director position. The Committee is recommending three candidates for a second, in-person interview with the Board in a Special Meeting
- ☐ Buildings and Grounds – The Building and Grounds Committee did not meet

- ☐ Finance – The Finance Committee did not meet
- ☐ Friends of the Library – The Friends of the Library met for final planning of the annual Scarecrow Contest; they are planning the Jamm Pops fundraiser

Unfinished Business

- ☐ No update on the Shared Services Agreement
- ☐ No testing has been completed on the donated laptop
- ☐ Trustee vacancies – no applications are pending for the seat vacated Anne Marie Reedy (a 4-year term) or the 1-year term vacancy that will exist when Rose Besrutschko leaves this year

New Business

- ☐ Trustee Check-Ins: No trustee check-in occurred this month
- ☐ New Director Interview Progress: covered in the Personnel and Policy Committee Report above
- ☐ Special Meeting for In-Person Candidate Presentation(s): The Special Board Meeting for Candidate Presentation(s) is scheduled for October 23, 7:00 pm, at the Library
- ☐ Rescheduling of the December Board Meeting: after discussion, the Board agreed to table this decision until the November meeting to allow members to review their schedules for December.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Erica Hubler) was approved by all present at 7:44 pm. Carl Anthony Pena of the Keyport Art Society answered Board member questions about the rock garden display planned for installation at the Library. The Art Society will provide the Library with a written plan for installation of the display, and a certificate of insurance. The sign for the display will be removed and again erected once the approved base is provided for it. Finally, Leslie will create a form for organizations to use in collaborative efforts with the Library. The motion to close the public portion of the meeting (Lisa Savoia/Sandra Marion) was made at 7:54 pm and approved by all members present.

Announcements

The next regular Board meeting will be held on 14 November, 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 (Michele Brusca/Erica Hubler), and all members present unanimously agreed. The meeting was adjourned at 7:55 pm.