

Keypoint Free Public Library Board of Trustees

Library Board Meeting Minutes

14 April 2022

Call to Order

Ed Carew called the meeting to order at 7:00 pm. The meeting was held via Zoom video conferencing and 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 Edward Carew, Leslie Kotzas, Chris Leising (Late), Erica Hubler, Lisa Savoia, Michele Brusca, Jesse Anne Pirraglia, Natalie Smith, and Mayor Collette Kennedy.

Approve 10 March 2022 Board Meeting Minutes

The motion to approve the Minutes (Natalie Smith/Lisa Savoia) was accepted by the Board. All 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 front door of the library was broken due to the wind. The contractor that installed the door reattached it and put a different mechanism on the front door.
- The Director has found a repair person, Steven Rosen (Jobs Done Rite: insured and bonded), to do jobs around the library. He has put on a door closure. Jay Delaney is helping with the fix of the door and is making copies of the keys.
- The Director has supplied two proposals for purchasing a new printer. A new larger, functional printer is needed due to the demand of the community. Having a printer that does everything in one as well as the need to save on ink.
- The Director would like to purchase the printer from Superior Office Systems, the Sharp MX0C304W as well as a high stand and anti-tip kit. The total would be \$2,436 the agreement is \$42.50 per month and includes parts, labor, toners, and repairs. The

printer would be in the main floor. Price is through Sourcewell who holds the state contract. The Board asked the Director to put together a buy vs lease analysis on the printer for the May meeting.

- There is a leak coming from the boiler and the Director is investigating and producing a solution.
- Mr. and Mrs. Carew were consulted, and the pollinator garden will be eliminated to make room for outdoor programs.
- Mrs. Carew has requested to buy flowers to replant the READ sign on the third street sign.
- Mr. Carew is going to rebuild the compost area in the back. Mr. Carew will donate all materials. He was advised that a letter would need to be sent to the borough regarding the changes on the borough property.

CIRCULATION/COLLECTION

- The library has officially added the NJ Health Connect Tablets to their collection and can be checked out for two weeks with no renewals or late charges (as per agreement with NJ Health Connect) by anyone with a library card. Advertising and promotion for this new offering will be in the works. The can be used for Virtual Job interviews and Virtual Doctor appointments.

FINANCE/FUNDRAISING

- The Director, Library Board President, Library Board Treasurer met with Mayor Kennedy, Borough CFO Tom Fallon, Council Person Kathleen McNamara, and Council Person Rose Araneo to discuss how payments are made to library from the borough and how information is communicated.
- Things of note from meeting: CFO will continue to provide monthly reports on expenditure of salaries, quarterly payments will be adjusted to be paid 3 times (February, May, August), Quarterly payments will increase to \$20,000 per quarter, leftover money from salaries will be paid out at the end of year, the director is negotiating with Jay Delaney for Read- Only access to see the Salaries in the Borough Payroll system.

PERSONNEL

- The Director and Erica Hubler have been working with the Library Attorneys to complete the Personnel and Policy Manual per Civil Service that will be used to set standard for the staff.
- Vacation Time: Full time employees get 1 day of vacation per month for the first year, after the first-year employees get 12 days annually, after 10 years they get 15 days, after 20 years the get 20 days. Part time employees get a proportionate amount of paid leave, it is based on amount of hours they work. Vacation does not roll over to the next year

unless there are business demands of a state of emergency declared that does not allow them to use them.

- During discussions with Lawyer, it was found that Civil Service employees should receive paid time off, even if part-time. It would be at the rate that they work, like sick time.
- The Director applied for Library Link NJ grant for staff development for \$500 and received it. Joann Roukens was contacted to do a workshop on Customer Service on May 13th. The workshop is \$819, once the workshop has been had the grant will be paid for \$500. Leaving the cost of \$319 for the library. The workshop has been opened to the Borough, Senio center, Matawan-Aberdeen Library and Old Bridge Library. The library will be closed on that date, the workshop is 3 hours, but the Keyport staff will be there longer for additional development. The \$319 will be divided by all the attendees.
- NJLA conference in Atlantic City is June 1st, 2nd, and 3rd. The library is going to pay each of the staff to attend one day of conference and provide carpooling if needed to the event. None of the staff have ever been to a library conference and this would be a fantastic opportunity for them all.

PROGRAMS

- The PR and Communication met to discuss how to advertise more and what to focus on to promote the library. Xan Yanosh from the Friends of the Library was invited to see how to collaborate in the future.
- The Director attended the Keyport Recreation Committee Easter Egg Hunt. Kids decorated a rabbit face and received a bag full of promotional materials from the library. Approximately seventy kids got eggs and bags.
- The Library's Access Navigator has changed again. The new access navigator started on April 14th, she was in and was extremely helpful.
- Highlighted programs for April:
National Library Week- April 3rd-9th
Spring Break Programs- April 18th – 23rd

Miscellaneous

- The Director thanked Michele Brusca for informing her of a chance to win a catered lunch through WAWA. The library did not win but WAWA sent the staff coupons for free cups of coffee.
- Michele Brusca had shared a few points on the library going fine free as well as an update on the last Trustee Check-In.
- The Director is taking vacation April 19th -April 27th. Schedules and staffing have been adjusted and the Library Board President will be on call.

Potential Resolutions:

Resolutions 2022-4-14-01 for Sharp MX-C304W Printer purchase was presented but not voted on. The Director was going investigate price regarding Lease vs Buy.

Treasurer's Report

Rose Besrutschko was absent but emailed the April Treasurer Report. The board reviewed and discussed the report.

Review of Bills & Action to Pay Bills

The motion to pay March 2022 bills (Lisa Savoia/ Michele Brusca) was accepted by the Board. All members voted yes.

Public Portion

The motion to open the meeting to public comments (Chris Leising/ Erica Hubler) was approved by all at 8:00 pm. No inputs were provided by public attendees. The motion to close the meeting to public comment (Ed Carew/Chris Leising) was approved by all at 8:00 pm.

Committee Reports

- The Buildings and Grounds committee did not meet but did discuss a leak found in the boiler and the door issues\repair.
- The Public Relations committee met to discuss promotions of upcoming events. Steps and strategies were put into place as well as a timeline schedule.

Old Business

Personnel Manual Draft- The Director discussed where the manual was at based off the discussion with the lawyer and discussed having a meeting with the Personnel Committee to look over one last time before sharing it with the Board to have it finalized.

New Business

Trustee Check-In was on Intellectual Freedom. The Board discussed what it meant and how we would incorporate it into the website. Also discussed how to implement policies using the information that Michele Brusca brought back on it.

Fine Free- The Board discussed what it meant for the library to become fine free and what type of policies would be needed to make this work.

Announcements

The next monthly meeting was confirmed: 12 May 2022, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Lisa Savoia and Mayor Kennedy), and the Board unanimously agreed. Meeting was adjourned at 8:27 pm.