

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

12 May 2022

Call to Order

Chris Leising called the meeting to order at 7:01 pm. The meeting was held via Zoom video conferencing and in person.

Announcement of Compliance with the Open Public Meetings Law

Chris Leising 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 Leslie Kotzas, Ed Carew, Rosemary Besrutschko, Chris Leising, Erica Hubler, Michele Brusca, Jesse Anne Pirraglia, and Mayor Kennedy.

Approve 10 March 2022 Board Meeting Minutes

The motion to approve the Minutes (Mayor Kennedy/Michele Brusca) 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

- Three proposals were provided for the purchasing a new printer based on the Mayor and Superintendent's recommendation to investigate leasing a printer.
 1. The Director would like to purchase a printer because it would come out of the Capital Improvement Budget, if leased the cost of the printer would come out of the operating budget. Operating budget is for books, programs, etc. Capital Improvement budget cannot be used for those things.
 2. The Director would like to purchase one printer from Superior Office Systems. The Sharp MX-C304W with High Stand, Anti- Tip Kit and extra Paper Drawer. Total for all is \$2,536, plus a service agreement for \$42.50 per month. The service agreement includes all parts, labor, toners, and repairs. The printer would be located on the main floor nest to the staff desk. The price was through Sourcewell, the same people that hold the state contract.

- LmxAC is upgrading their firewall service. As part of the Capital Improvement plan this was one of the items that the Keyport Library should do to accommodate more Internet traffic and services. The Director proposes buying the TZ570 SonicWALL for \$3510 which includes the device, installation and 2 years of maintenance by LmxAC.
- The Director reached out to Library Interiors for an update on the arrival of the desk and chair and a half. The desk is scheduled to ship at the beginning of June and the chair and a half will ship July 8th.
- The Boiler inspection was done and there didn't seem to be any issues. No water like previously thought.
- There is a window on the right side of the building that needs attention. It appears to have rot in it. Director is working with Jay at the Borough to figure out next steps.
- The front door was inspected by a locksmith that stated the wooden door breaking from the wind was not preventable. C & M Doors have been contacted to see what kind of door they recommend. They measured and reviewed the areas for the front, side, and office door. Front would be an Industrial Metal door with locks.

FINANCE/FUNDRAISING

- The Library received a check from the Borough for \$50,000.00 which would be the last payment from the Borough for the year. This was not the original plan but will work as long as Finance and Director plan accordingly.

PERSONNEL

- The Personnel and Policy Manual per Civil Service was reviewed by the Personnel Committee and has been made available to all the Trustees. Read and advise the Director of any suggestions.
- The Director reached out to Lawyer about Prorated vacation time. The Lawyer stated the Civil Service regulations set forth that from initial employment up to the end of the first calendar year vacation is prorated. The language of the regulations read that from the beginning of the first full calendar year of employment the employee receives the full amount. This affects 3 of the Library Staff members.
- The Personnel Committee discussed providing a link to ALA's Right to Read Statement and Code of Ethics on our policies webpage in case the materials at the library are challenged. The Trustees discussed drafting a Challenge Form as well.
- The Director proposes that the library going Fine Free coordinates with the Library Card Sign Up month in September. This gives the Director time to get a plan made and approved by the board and it will not get overshadowed by Summer Reading.

PROGRAMS

- The programming for Spring Break was a huge success. A lot of families came through the library and the planting program was the most attended. 18 kids came in and planted.
- The Library's Access Navigator has been helping mostly seniors in town working on things like resume, job hunting and technology. The seniors have been coming in using the Skipper Bus. The Director and Library Navigator are trying to put together a basic Computer Course on the summer at the Senior Citizen Center.
- Highlighted programs for May:
In person Storytime are back with Tots & Tales and Ride the Tales Storytime.
Teen Origami- Making Cranes on May 24th at 6pm

Miscellaneous

- The Director has applied for the Emergency Connectivity Fund Program provided by the FCC to help close the technology gap in our community. The Director is applying for funds for laptops and tablets that can be checked out as well as Wi-Fi hotspots that patrons can check out.
- Elizabeth Walling Reading Room Dedication painting done by Wonderous Walls needs to be hung (across the wall) and celebrated. The Director was thinking Friday June 3rd at 6:00pm.
- The Director informed the Trustees that the library will be participating in the Garden walk the weekend of June 4th and 5th.

Potential Resolutions:

Resolution 2022-5-12-01 for Sharp MX-C304W Printer purchase was motioned (Mayor Kennedy/Chris Leising) and voted yes by all present members. Resolution 2022-5-12-02 TZ570 SonicWALL Purchase was motioned (Ed Carew/Erica Hubler) and voted yes by all present members.

Treasurer's Report

Rose Besrutschko presented the Treasurer's report. Rose discussed the Borough sending the lump sum of the money owed and how she would work with the Director to plan accordingly.

Review of Bills & Action to Pay Bills

The motion to pay April 2022 bills (Ed Carew/ Michele Brusca) was accepted by the Board. All members present voted yes.

Public Portion

The motion to open the meeting to public comments (Chris Leising/ Erica Hubler) was approved by all at 8:12 pm. No inputs were provided by public attendees. The motion to close the meeting to public comment (Chris Leising/Erica Hubler) was approved by all at 8:12 pm.

Committee Reports

- Personnel and Policy- Met to discuss Manual and fully review it.
- The Buildings and Grounds committee did not meet.
- The Public Relations met to discuss communication with the school and involvement with both the Garden Walk and Recreation.
- Finance- Met to discuss consultant budget and over payment of the Borough.

Old Business

The Trustees all received that Personnel Manual draft for review and encouraged to send any suggestions to the Director. The Printer buy vs lease was discussed and a motion to buy Printer (Mayor Kennedy/Chris Leising) and Resolution 2022-5-12-01 Sharp MX-C304W passed. Fine free Library will be revisited in September.

New Business

Service Project Opportunity was discussed and agreed that a policy for who and what can be done needs to be made. Also sending everyone to the Director so that she can speak and vet them out.

Announcements

The next monthly meeting was confirmed: 09 June 2022, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Ed Carew and Mayor Kennedy), and the Board unanimously agreed. Meeting was adjourned at 8:37 pm.