



Keyport Free Public Library Board of Trustees Library Board Meeting Minutes December 11, 2025

Call to Order

Michele Brusca called the meeting to order at 7:01 pm. The meeting was held in person.

Roll Call

Attendees: Michele Brusca, Jeanne Marie Ryan, Mayor Araneo, Chris Leising, Sandra Marion, Alexandra Walczak, and Andrea Block. Trish Burns, Lisa Savoia, and Erica Hubler were 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.

Approval of November 13, 2025 Board Meeting Minutes

The motion to approve the November 13, 2025, Board Meeting Minutes (Sandy Marion/Andrea Block) was accepted by the board.

7. Director's Report

Jeanne Marie Ryan presented the Director's Report. The salient points of this report are as follows:

Personnel and Policy

Jeanne Marie Ryan attended the Alliance for Action's Forecast Seminar on November 7th and presented with State Librarian Jen Nelson. The Friends of the Library held two meetings at the library on November 12th and November 18th. Jane Weinermoate is the new President of the Friends of the Keyport Library. On November 29, Stacey Wilson and Jeanne Marie Ryan participated in the borough's craft afternoon during Winter Wonderland with four teen volunteers. Gnomes, reindeer, and winter scenes were the crafts that the library offered. The Keyport Library will be on the Historical Society Candlelight House Tour from 2-5pm on December 13. The Friends of the Keyport Library are holding a Holiday Bazaar in conjunction with the library from 11am-5pm the

same day. Christine George, Jayme Gold, Rose Keith, Mike Lorah, Sue Mulligan, Barbara Raftery, and Stacey Wilson are all working together to provide great service for library users. Mike Lorah has resigned from the library. His last day will be December 29, 2025.

Building and Equipment

The Building and Grounds Committee should meet in January to assess work that may need to be done on the building. In addition to routine maintenance, there are possible issues that should be looked at.

Michele asked what work needs to be done and what issues should be looked at. Jeanne Marie indicated that the wood around the windows by the side of the building are deteriorating and should be replaced. She would like to discuss plans for future improvements, such as zen study cubicles, converting lights to LED, and reconfiguring the layout of the library.

Programs

November 1-30 Painted Bricks Book Cover Display/Contest (All ages) 4

[This program has now ended]

November 1-30 Homework Hall (Youth) 4C

November 3, 10, 17, 24 Maker Mondays (Youth) 5C/4T

ESL 8A

November 4 Plant Exchange 3A/2T

[This was something that Jeanne Marie took back from the NJLA Conference as an idea to bring to Keyport]

November 4, 18, and 25 Toddler Time (Youth) 21A/18C

Teen Advisory Group (Youth) 10T

November 4, 18, and 25 Mah Jong (Adult) 13A

November 5, 12, 19, 26 Books and Beyond (Youth) 3C/4A

November 5, 12, and 19 Yoga 17A

November 6, 13, 20 Games Galore (Youth) 11C

November 7, 14, 21, 26 Take'n'Make Crafts (Youth) 58C

November 18 Balloon Lantern Craft 5A

November 25 Community Painting 2A

Use

There were 1,277 visitors to the library in November. There were 1,125 checkouts and renewals. There were one hundred and thirty-seven Hoopla circulations (103 audiobooks, 21 E-books, 5 comic circs, 6 TV circs, among others). Patrons used the STELLA app two hundred and sixty-five times. One hundred fifty-one people used the computers, and one hundred and fifty-nine questions were asked (twenty-four via phone). Homeschool students use the library on Wednesday morning for Spanish class. There

were 47 children and 18 adults. One Girl Scout troop used the library-there were 2 adults and 5 children. The Friends of the Library offered a community program at 3BR which was very successful.

Partnerships

The Garden Club puts an arrangement in the library every month. Jeanne Marie Ryan is working with the school system. Seventeen volunteers [all teens] spent 65.75 hours in total volunteering for the library. The library is holding an art display/contest of bricks painted as book covers with the Art Society of Keyport. Jeanne Marie Ryan is working with the 250th Committee for the Borough and the 250th Committee for the Historical Society.

Item Circulation By Collection

Keyport Free Public Library

NOVEMBER CIRCULATION BY COLLECTION

	Items	Checkouts	Renewals	Total
None	2	2	0	4
Adult Collection	2	1	1	2
Adult Fiction	226	158	143	301
Adult Media	84	87	53	140
Adult Nonfiction	58	34	39	73
Adult Periodicals	7	6	6	12
Juvenile Fiction	348	216	240	456
Juvenile Media	16	19	13	32
Juvenile Nonfiction	59	34	38	72
Juvenile Periodicals	3	0	3	3
Teen/YA Fiction	29	9	22	31
Teen/YA Collection	2	0	2	2
Teen/YA Collection	6	2	7	9
Total For Organization:	833	566	559	1125

Proposed Board Meeting Days

Month Date

January	January 8, 2026
February	February 12, 2026
March	March 12, 2026
April	April 9, 2026
May	May 14, 2026
June	June 11, 2026
July	July 9, 2026
August	August 13, 2026
September	September 10, 2026
October	October 8, 2026
November	November 12, 2026
December	December 10, 2026

Month Date (Second Monday)

January	January 12, 2026
February	February 9, 2026
March	March 9, 2026
April	April 13, 2026
May	May 11, 2026
June	June 8, 2026
July	July 13, 2026
August	August 10, 2026
September	September 14, 2026
October	October 12, 2026
November	November 9, 2026
December	December 14, 2026

Proposed Holiday Schedule

- 1/1/26 New Year's Day
- 1/19/26 Martin Luther King, Jr. Day
- 2/16/26 President's Day
- 4/3/26 Good Friday (half day)
- 5/23/26 Memorial Day weekend -Saturday
- 5/25/26 Memorial Day
- 6/19/26 Juneteenth
- 7/4/26 Independence Day
- 9/5/26 Labor Day weekend - Saturday
- 9/7/26 Labor Day
- 10/12/26 Columbus Day
- 11/11/26 Veterans Day
- 11/26-11/27/26 Thanksgiving and the Friday after Thanksgiving
- 12/24-12/26/26 Christmas break
- 12/31/26 New Year's Eve (half day)
- 1/1/2027 New Year's Day

8. Financial Report

Chris Leising provided November financial data (expenses) in the Treasurer's Report at this meeting. Chris discussed that we are on track with the operating budget. The emergency fund hasn't changed. Checks posted totaling \$5735.68, with \$2412.05 still outstanding, giving us an ending balance of \$117,736.36. Chris Leising has not yet received November payroll from Jeanne Marie, which Jeanne will get to him. October salaries were approximately \$25,000 and November were approximately \$17,000 in salaries. The capital account is at \$14,240.48. Chris is looking to move \$85,000.00 from the operating account into the Capitol Account. A Resolution was written. A motion was made to move the funds by Alexandra Walczak/Andrea Block. The resolution was approved by the board.

Review of Bills & Action to Pay Bills

Jeanne Marie is looking into a new book supplier as the current company is going out of business. She has been using Amazon to purchase books. Barnes and Noble is working on possibly becoming a new provider of books. Jeanne is looking into bumping up our electronic book supply for 2026.

The motion to pay the bills (Andrea Block/Alexandra Walczak) was approved by all members present.

Committee Reports

- Personnel and Policy – Met and went over the holiday schedule, staff reviews and staff raises. They will be looked over and voted on in January..
- Buildings and Grounds – Did not meet
- Finance – The Finance Committee did not meet.
- Friends of the Library – Met twice and voted on a new president. They will be doing a holiday bazaar in conjunction with the candlelight tour. They will be having a Holiday party on December 22, 2025.

Unfinished Business

- Civil Service Update– Michele said that Erica Hubler said that she was going to email Nadine again to follow up. They still have not reached out to Jeanne Marie.
- Boiler Inspection– Jeanne Marie said that they are just waiting now for the paperwork.
- Amazon Business update for book purchasing- still ongoing.
- Computer purchasing through STELLA- has been delayed as they are waiting for estimates.

New Business

Trustee Check-Ins: None done this month; however, the Board has completed the total 7 hours required per Board for the 2025 year.

Staff reviews/raise proposals: The Board reviewed all of the staff reviews and salary increases. Jeanne Marie has completed all reviews and proposed a \$1.00 increase for all employees. For long term employees there would be an increase come the new year and for all others that are under one year employment they would receive their \$1.00 at their one year anniversary.

Jeanne Marie submitted for review Barbara Raftery's proposed payout of half of her sick

time which would total \$577.50.

2026 Budget: Michele Brusca made a motion to approve the budget and Sandy Marion seconded. The motion passed by all present members.

2026 Holiday Schedule: Andrea Block made a motion to approve the schedule Mayor Rose Araneo seconded the motion. The motion passed by all present members.

Grant update: Michele Brusca asked for an update on the grant and Jeanne Marie said that she would be meeting with Lisa Savoia to discuss and will have an update at the next meeting.

2026 Director SMART Goals: Jeanne Marie states she will have them updated for the January meeting.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Alexandra Walczak) was approved by all present at 7:54 pm.

No members of the public were present.

The motion to close the public portion of the meeting (Mayor Rose/Michele Brusca) was made at 7:55 pm and approved by all members present.

Announcements

- Our next board meeting will be held on January 08, 2026.

Adjournment

A motion was made to adjourn this meeting (Mayor Rose Araneo/Michele Brusca), and all members present unanimously agreed. The meeting was adjourned at 7:55 pm.