

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

13 February, 2025

Call to Order

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

Roll Call

Attendees: Jeanne Marie Ryan, Michele Brusca, Erica Hubler, Chris Leising, Lisa Savoia, Andrea Block, Sandra Marion, Alexandra Walczak.

Mayor Araneo arrived at 7:01 pm.

Absent: Althea (LeLe) Washington.

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.

Mayor Araneo swore in Alexandra Walczak as the newest Board of Trustee member.

Approve 09 January 2024 Board Meeting Minutes

The motion to approve the 09 January 2025 Board Meeting Minutes (Lisa Savoia/Erica Hubler) was accepted by the Board. Mayor Araneo and Alexandra Walczak abstained.

Director's Report

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

Personnel and Policy

Rose Keith, Sue Mulligan, and Barbara Raftery have all stepped up to ensure continuity of service to the community. The library assistant positions were advertised in January on StellaNJ

and the NJLA Job Hotline. Multiple applicants were interviewed. On January 27, Jayme Gold, Mandi Raftery, and Stacey Wilson started working at the Keyport Library.

Building and Equipment

The Department of Public Works did a great job salting the paths and the sidewalks. Coastal had to come to work on the pump.

Programs

- January 3-Take&Make Mitten Craft (Youth) 15
- January 3-Take&Make Ornament Craft (Adult) 3
- January 10-Take&Make Cocoa Craft (Youth) 15
- January 17-Take&Make Snow Puppet Craft (Youth) 16
- January 21-Toddler Time (Youth) 5A/6C
- January 24-Take&Make Snow Garland Craft (Youth) 14
- January 24-Take&Make Teabag Bookmark Craft (Adult) 10
- January 26-Chapter 142 NAWCC Meeting and Open House (Adult) 18
- January 28-Toddler Time (Youth) 5A/6C
- January 29-Girl Scouts (Youth) 3A/3C
- January 31- Take&Make Penguin Craft (Youth) 15

Use

There were 680 visitors to the library in January. There were 1,199 checkouts and renewals. Twenty-two new library cards were issued in January. Keyport patrons used the STELLA App 143 times. They borrowed 78 magazines from Overdrive. There were 100 Hoopla circulations. One hundred and thirty-three people used the computers, and one hundred and seventy-two questions were asked (seventy via phone). The library has nearly 1,400 followers on Facebook, who are interacting with the page on a regular basis.

Partnerships

The Garden Club puts an arrangement in the library every month. On January 7, I toured Keyport High School and Central School. Five volunteers (from KCS National Junior Honor Society) spent 85.5 hours in total volunteering at the library. The group that restored the clock held their meeting here and an open house on Sunday, January 26. Some members of the public attended.

Treasurer's Report

Chris Leising provided January financial data (expenses) in the Treasurer's Report at this meeting. The data on bank balances were all balanced and in good standing. Chris discussed how he and Jeanne Marie are working together to make sure that the accounts are balanced more often. Chris stated that they were working out how much if any funds were going to be paid to the library from salaries.

Review of Bills & Action to Pay Bills

The motion to pay the January 2025 bills (Michele Brusca/Sandra Marion) was approved by all members present.

Committee Reports

- Personnel and Policy – Personnel and Policy Committee did not meet.
- 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 has had a successful Mystery Date with a book fundraiser with 31 adult books being sold and 12 children's books being sold. They are working on putting together another collaboration with Jamm Pops for March 2025. They will now be meeting quarterly.

Unfinished Business

- Shared Services Agreement Update: the new Borough attorney is working with the Library's attorney to continue progress on the Shared Services Agreement
- Vacant Board Seat- Mayor Araneo swore in Alexandra Walczak at the beginning of the meeting and we have now filled all vacant seats.
- Boiler Repairs and Warranty: Bill from DPW is still working on getting information on the possibility of an extended warranty. Coastal was back because we seem to be having issues with a pump that may be connected to the boiler. An employee from Coastal came by to check the pump and was able to get it to work but the concern is that it is temporary and may need to be fixed in the future. The pump may not be covered under warranty because it was not replaced when the boiler was.
- Web page development: Jeanne is working with the web designer developing the website for the library. The web designer has agreed to hold off until spring to take the pictures needed for the website.

New Business

Trustee Check-Ins: no trustee check-in occurred this month

- Staffing-
 - Resolution to approve the hiring of 3 new library assistants.
 - Motion for hiring three library assistants Jaime Gold, Amanda Rafferty and Stacy Wilson (12-20 hours per week, starting at \$16/hour)(Lisa Savola/Erica Hubler) was approved by all members present.
- 2025 Committees
 - Personnel and Policy- Michele Brusca, Erica Hubler and Alexandra Walczak
 - Buildings and Ground- Michele Brusca, Sandy Marion, and Althea Washington
 - Finance- Michele Brusca, Chris Leising and Andrea Block
 - Friends Liaison- Erica Hubler
 - Legal Service Agreement- Motion to sign the 2025 contract to continue to use Cleary,Giacobe,Alfiere,Jacobs LLC as the library attorneys. (Michele Brusca/Erica Hubler) was approved by all members present.

Public Portion

The motion to open the meeting to public comments (Mayor Araneo/Andrea Block) was approved by all present at 7:36 pm.Alexandra Yanosh, president of the Friends of the library, was in attendance. She talked about the mystery book fundraiser and thanked Jeanne Marie for all of her assistance. She also discussed the grant that was applied for that she is hoping will help with Jeanne Marie's 1000 books before Kindergarten initiative.The motion to close the public portion of the meeting (Michele Brusca/Erica Hubler) was made at 7:42 pm and approved by all members present.

Announcements

Lisa Savoia discussed the Keyport School District 3rd annual Cereal Box Domino Challenge, happening on March 7th. She announced that collection boxes are located in KCS, KHS, and the BOE office. Flyers were given to Jeanne Marie to put out in the library. The Library is happy to accept donations as well to be given to the schools.

The next regular Board meeting will be held on 13 March, 2025 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 (Mayor Araneo/Alexandra Walczak), and all members present unanimously agreed. The meeting was adjourned at 7:46pm.