



Keyport Free Public Library Board of Trustees

Monthly Meeting Minutes

Aug. 13, 2026

PLEASE NOTE: THIS MEETING WILL BE HELD IN PERSON

Agenda Items:

1. Call to Order- Erica Hubler
2. Roll Call-

present: Erica Hubler, Sandra Marion, Chris Leising, Andrea Block, Alexandra Walczak, Mariadonna Litwak. absent: Rose Araneo and Lisa Savola

3. Announcement of Compliance with the Open Public Meetings Act

"In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., as amended, adequate notice of this meeting has been provided. The schedule of regular meetings for the 2026 calendar year, including the time and location, was prominently posted on the library website at www.keyportlibrary.org on Aug 05, 2026 and remained posted for at least one week."

4. Pledge of Allegiance to the Flag of the United States
5. Agenda Review
6. Approval of minutes of July 16, 2026 Board Meeting- roll call vote; all present approved
7. Director's Report-Jeanne Marie Ryan

2026 July Director's Report

August 2026

Updates

The library has served as a cooling center multiple times at the request of the borough. Alice Balzarini, Christine George, Jayme Gold, Rose Keith, Sue Mulligan, Barbara Raftery, and Stacey Wilson are all working together to provide great service for library users. Jeanne Marie Ryan submitted a small grant request to the New Jersey State Library.

Building and Equipment

Ed and Nancy Carew are continuing the cleanup of the gardens, as well as working on the herb garden. The modem has been replaced.

Programs

July 1 Zumba (All ages) 9C/5A

July 2, 9, 16, 23, 30 (Youth) Games Galore 28C/20T

July 3, 10, 17, 24, 31 (Youth) Take'n'Make Craft 75

July 6 (All ages) Rutgers Geology Museum: Fossils 9C/9A

July 6, 13, 20, 27 Maker Mondays (Youth) 13

July 7, 14, 21, 28 Toddler Time (Youth) 58C/47A

Mah Jong (Adult) 13

July 8 and 29 Unearth a Story (Youth) 26C/19A

July 15 Singer/Songwriter Big Jeff (Youth) 19C/8A

Community Paint (All ages) 1A/2T

July 21 Hackensack Meridian Community Wellness Van Visit (All ages) 6A/1C

July 22-Bubbles (Youth) 32C/10A

July 27-District 13 Mobile Office Hours-1A

July-Pop up program (Youth) 5

Use

There were 1,608 visitors to the library in July. There were 1,394 checkouts and renewals. There were one hundred and twelve Hoopla circulations (4 movie circs, 78 audiobooks, 23 E-books, 2 comic circs, 2 TV circs, among others). Patrons used the STELLA app two hundred and twenty-nine times. One hundred and ninety-eight people used the computers, and one hundred questions were asked (sixty-one via phone). The Friends of the Library met here on July 14th. They are donating a thousand dollars towards the summer reading program.

Partnerships

The Garden Club puts an arrangement in the library every month. This year's arrangements have a patriotic theme in honor of the sesquicentennial. Jeanne Marie Ryan is working with the school system. She participated in the Blacktop Bash program on July 30 th . One volunteer spent twenty-three hours volunteering.

Lisa Savola came in at 7:07

8. Financial Report- Chris Leising- we are overall in good shape

9. Review of Bills & Action to Pay Bills-Roll Call Vote

motion: Andrea Block

second: Lisa Savola

all present present approved

10. Committee Reports

- Personnel and Policy- met to write director review. Met with director and signed copies. Sent to board members. No discussion needed.
Motion: Alexandra Walczak
Second: Lisa Savola
all present voted to approved
- Building and Grounds- did not meet; however, need to meet to discuss windows and replace lighting, Need to get bids.
- Finance- has not met. Director distributed audit report
- Friends of the Library- roving readers is doing well, next meet up will be Aug 23, weather permitting; craft night was full, annual book and bling sale is 9/13-14; scarecrow contest

11. Unfinished Business

- RFP for lighting and other improvements- building and grounds will meet

12. New Business

- Trustee Check-In
- Grant Acceptance - Resolution: acceptance of money from state grant if awarded
Motion: Erica Hubler
Second: Sandra Marion
all present approved
- Motion to approve Director's Review
Motion: Alexandra Walczak
Second: Lisa Savola
All present approved

13. Public Portion-Open Time to Address the Board

motion to open time: 7:52

Motion: Sandra Marion

Second: Lisa Savola

All present approved

14. Public Session Closing

Motion to close 7:52

Motion: Erica Hubler

Second: Mariadonna Litwak

All present approved

15. Closed Session (IF NEEDED)

16. Action on Closed Session Items (IF NEEDED)

17. Board Comments/Announcements

- Confirmation of Next Meeting; Sept. 10, 2026
 - Art Auction at #BR on Aug 15
 - Adjournment 7:55;
 - Motion : Sandra Maron;
 - Second: AlexandraWalczak
- all present approved