

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

8 September 2022

Call to Order

Chris Leising 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

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, Chris Leising, Erica Hubler, Lisa Savoia (Came at 7:07pm), Michele Brusca, Jesse Ann Pirraglia, Council Member McNamara and Mayor Kennedy.

Approve 11 August 2022 Board Meeting Minutes

The motion to approve the Minutes (Ed Carew/Michele Brusca) was accepted by the Board. All members present for the exception of Mayor Kennedy (Abstained) voted yes.

Director's Report

Leslie Kotzas reviewed the Director's Report. Salient points of this report are as follows:

BUILDING/EQUIPMENT

- A researcher doing history on the clocks in this area, Mark Chidichimo, reached out to the director asking about the clock on the front of the building. He shared some information about it and there is a non-profit that can help get the clock working again. It was suggested that this be added to the executive meeting agenda.

* The "Master" is Seth Thomas Tower Clock, listed as #2897 in the definitive Tran Duy Ly Seth Thomas Clocks and Movements., 3rd Edition, Volume 2. In my valuable and historic Clock. -Mark Chidichimo

- The Executive Committee met to talk about the Share Services Agreement and work toward a draft.

CIRCULATION

- The adult non-fiction collection is being weeded and updated.

- Fine Free is in place and books are no longer accruing fines. Keyport patrons who have existing late fines will have them forgiven as they are encountered.

Finance

- The 2021 audit is complete, and the Board Treasurer and Director spoke to the auditor about it. There will be a finance committee meeting held later this month to go over some more controls the board can put in place for securing bill pay and how to tighten up the controls.
- Over the past year, through small donations (people leaving extra change or giving the staff “tips”), \$56 has been accumulated. The director asks permission to use this money to buy snacks for the staff. The staff made it through the busiest time of the year, and it would be nice to reward them.

*Motion was made (Ed Carew/Erica Hubler). All members voted yes. We discussed that the Auditor knows that the money was used for snacks as well as letting the staff know where the money came from to get the snacks.

Grants

- The director is going to apply for the Monmouth History Regrant Program with the purpose of putting the Keyport Weekly archived newspapers on the Library’s website for patrons and the community. The grant is a maximum of \$2000 and is a one-to-one match. The director has reached out to the Keyport Historical Society to see how we can collaborate. It was discussed that maybe we can join with The Friends of the Library or the Historical Society to work on a transition project.

*A letter of intent must be submitted by Oct 3rd.

PERSONNEL & POLICY

- The director completed the ALA Financial Literacy course and has received her certificate.
 - With the Board’s approval, the director will take the ALA course, HR Crash course for Library Managers.
- *Motion was passed (Michele Brusca/Jesse Pirraglia). All members present voted yes.
- There is another volunteer who has joined the library. She is a middle school student from Keyport Central and will come one day a week after school to help.
 - The book Sarah Rising by Ty Chapman is being asked to be removed from the shelves by a patron. The request for the Library Materials Reconsideration Form has been filled out. The Personnel and Policy Committee will meet to discuss it.

PR and Communications

- The committee met to discuss how to reach more patrons by looking at the census data.

PROGRAMS

- The summer reading stats are in:
 - *Adults
 - *Participants- 67
 - *Number of books read- 318
 - *Kid's
 - *Participants- 75
 - * Number of books read- 1275
 - * Teen
 - * Participants- 7
 - * Number of books read- 102
- The Access Navigator finished the Computer Basic Class and served 8 people. The Access Navigator program has been extended till the end of October.
- The library will participate in I Love Keyport Day on Sept 17th. We will have a craft at the library for the kids and a treasure hunt sheet that kids can do as they travel around with their parents.
- Highlighted Programs for September:
 - *Library card sign up month Bingo- all month long.
 - *Humane Education and Services Dog Program- 9/29 at 4pm, for all ages.

Treasurer's Report

Rose Besrutschko was not in attendance but sent out the Treasurer's report. We reviewed it and no discussions were needed.

Review of Bills & Action to Pay Bills

The motion to pay August 2022 bills (Lisa Savoia/ Erica Hubler) was accepted by the Board. All members present voted yes.

Public Portion

There was a motion to open the meeting to public comments (Chris Leising/Michele Brusca), was approved by all at 7:40 pm. Sue Mulligan (190 Kearney St, Keyport, NJ 07735) a library employee shared her concerns on the book Sarah Rising by Ty Chapman. Mrs. Mulligan voiced that she had filed out a reconsideration form to have the book removed due to it being disparaging against police officers. The board listened and informed Mrs. Mulligan that we would be having a Personnel and Policy Committee meeting to discuss. The motions to close the meeting to public comment (Chris Leising/Ed Carew) was approved by all at 7:53pm.

Committee Reports

- Personnel and Policy- Did not meet.

- The Buildings and Grounds- Did not meet.
- The Public Relations- Met to discuss data, decided to make a slow transition into marketing including the water bill flyers.
- Finance- No Meeting.
- Executive Committee- Met to discuss the shared agreement.

Old Business

Shared Service agreement for the Library and Borough is still in the works. Mayor Kennedy was sending over the draft that the town had drafted and provided.

New Business

Michele informed all Trustees about that all day classes provided by NJLTA.

Announcements

The next monthly meeting was confirmed: 13 October 2022, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Lisa Savoia/Erica Hubler), and the Board unanimously agreed. The meeting was adjourned at 8:00 pm.