

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

9 June 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, Natalie Lawson-Smith, Jesse Anne Pirraglia, and Mayor Kennedy.

Approve 12 May 2022 Board Meeting Minutes

The motion to approve the Minutes (Ed Carew/Chris Leising) was accepted by the Board. All members present voted yes except for Natalie Lawson-Smith (abstained due to not being at that meeting).

Director's Report

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

BUILDING/EQUIPMENT

- The old Vacuum died and a new one was purchased for \$181.79.
- The Director invested in an electric, handheld leaf blower to clear the stairs and path of debris for \$40.49. The Director asked the Borough if they could clear the stairs and walkways more often of debris and they are welcome to use it to keep the grounds looking nicer and removing tripping hazards for patrons.
- The quote for the front door has come in and was shared with the Borough. It is \$7900 to replace both exterior doors and \$2000 to put a door on the Director's office. The Director proposes purchasing the Director's Office Door. (Resolution Passed 2022-06-09-01 Moved by Chris Leising, seconded by Erica Hubler all ayes from members present)

- The Director has been in contact with Library Interiors and the children's desk should be installed this month. (Mid-June seems to be delivery estimate)

CIRCULATION

- The Kanopy account is low, and the Director would like to add \$500 to it. There is a balance of \$120 left on the account. Motion Approved (Ed Carew/Rosemary Besrutschko) all members present voted yes.
- At the end of June, Brainfuse and Rosette Stone will no longer be provided by the NJ State Library for free. The Director proposes getting Mango Languages for our patrons for \$1100 for the year to replace Rosetta Stone. The quote was attached with the Director's Report. It will be show case during the Summer Red Raider program. (Resolution 2022-06-09-02 passed Moved by Lisa Savoia, Seconded by Chris Leising) all Members present voted yes.

PERSONNEL & POLICY

- The most recent version of the Personnel and Policy Handbook was provided to Trustees and copy will be given to the Borough. Changes made (pg. 53 Vacation time can be carried over at a maximum of 3 days per person, pg. 77 Flip Flops should not be worn, and name tags should always be worn and visible) (Resolution 2022-06-09-03 passed. Moved by Chris Leising, seconded by Natalie Lawson- Smith) All members present voted yes.
- The Personnel Committee met to talk about Teen Volunteering at the Library. The Director attached the Teen Volunteering Handbook that was taken from the Personnel and Policy Handbook. Trustees have asked that we add social media Clause and Picture Posting Release. (Resolution 2022-06-09-04 passed pending the additions. Moved by Erica Hubler, seconded by Lisa Savoia) All members present voted yes.
 - * All volunteers will have to have a background check. The Director suggests using the company Good Hire to do check via computer and not having volunteers travel to a different location to get their background checks done. It will be \$29.99 per person. The amount will be reimbursed to the volunteer once completed.
 - *All Volunteers and Staff will have to watch a video called "Protecting Children". It is suggested that minors watch the video with a caregiver.
- The staff attended the NJLA Conference in Atlantic City and found it to be a productive activity. The staff are sharing what was learned.
- The Staff Day Program with Joanne Roukens was well received. There were two other libraries that joined in our program, the Matawan Aberdeen Public Library and the Roselle Park Public Library.

PROGRAMS

- The Director attended the Friends of the Library meeting and they agreed to sponsor gift cards for the adult summer reading prize baskets totaling \$200.

- The Director led 2 programs at the school's aftercare program to get kids excited about summer reading which went well.
- There were 7 appointments made last month with the Access Navigator and will hopefully be extended past September.
- Highlighted Programs for June:
 - *Summer Reading Kick Off is June 25th there will be games, prizes, and a magic show.
 - *Teens have programming geared just towards them and their first program is Teen Secret Message in a Bottle Program on June 28th at 6pm.
 - *Adults can join Summer Reading too and win a raffle basket each week.

Miscellaneous

- A Keyport Girl Scout Troop led by Joanne Kelsey asked and was allowed to put a donation box at the Library for the Blessing Bag Brigade to collection clothing donations.
- The Director was invited to Bilingual Cultural Advisory meeting at Keyport Central School on May 23. The Director met with school staff, ESL parents, and the High School ESL club volunteers who act as interpreters.
- The Director met with Millennium (the grant writers) to discuss the new grant opportunity and strategize. The grant portal with more information does not open until June 23rd and applications are due August 12th. The New Jersey State Library is using their Federal LSTA Grants to States grant to offer awards between \$2000 and \$20000 to eligible organizations to support literacy.
- The Elizabeth Walling Art was installed June 3rd. A small ceremony was held and was well received.
- The Director participated in the Garden Walk by welcoming patrons to the gardens. No one who visited the gardens entered the library except to use the restroom. The director will revisit this for next year.

Potential Resolutions:

Director's Office Door- Passed Resolution 2022-06-09-01

Mango Languages – Passed Resolution 2022-06-09-02

Personnel and Policy Manual Adoption- Passed Resolution 2022-06-09-03

Teen Volunteering Manual (pending addition Picture Release and social media Clause)- Passed Resolution 2022-06-09-04

Treasurer's Report

Rose Besrutschko presented the Treasurer's report. Rose let us know despite some bigger bills we have fund and are trending in the right direction. The funds are higher right now because of the payment made by the town. She will monitor it as the months go by.

Review of Bills & Action to Pay Bills

The motion to pay May 2022 bills (Jesse Pirraglia/ Rosemary Besrutschko) was accepted by the Board. All members present voted yes.

Public Portion

The motion to open the meeting to public comments (Chris Leising/ Lisa Savoia) was approved by all at 8:01 pm. No inputs were provided by public attendees. The motion to close the meeting to public comment (Chris Leising/Lisa Savoia) was approved by all at 8:01 pm.

Committee Reports

- Personnel and Policy- Met to discuss Teen Volunteering Manual.
- The Buildings and Grounds- Met to look at the basement, water was found by furnace.
- The Public Relations- did not meet. Will meet in July to review plans they had put into place.
- Finance- did not meet.

Old Business

Challenge form will be added to the website and hard copy available in the library. This allows for a challenge to be made by filling out the form to attempt to remove the book from its location or the library. Ed was going to draft a proposal for the building committee for the compost build and present it to the board to approve. Policy for volunteering is up to the Director she will be the one to approve.

New Business

Policy for the Fine Free Library.

Announcements

The next monthly meeting was confirmed: 14 July 2022, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Chris Leising and Lisa Savoia), and the Board unanimously agreed. Meeting was adjourned at 8:22 pm.