

# **Keyport Free Public Library Board of Trustees**

## **Library Board Meeting Minutes**

### **January 11, 2024**

#### **Call to Order**

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

#### **Welcome to New Trustees**

The Board welcomed new Trustees Tom Hendrickson and Sandra Marion.

#### **Roll Call**

Attendees included Leslie Kotzas, Michele Brusca, Erica Hubler, Chris Leising, Rosemary Besrutschko, Mayor Araneo, Andrea Block, Tom Hendrickson, and Sandra Marion. Lisa Savoia was 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.

#### **Approve 7 December 2023 Board Meeting Minutes**

The motion to approve the 7 December 2023 Board Meeting Minutes (Andrea Block/Erica Hubler) was accepted by the Board. Lisa Savoia was absent for this vote and Mayor Araneo, Tom Hendrickson, and Sandra Marion abstained. All other members voted yes.

#### **Director's Report**

Leslie Kotzas presented the Director's Report. The salient points of this report are as follows:

##### **Building & Equipment**

- Library Trustee, Tom Hendrickson, has completed many building maintenance tasks.
  - Organized the supply closet (off of the staff bathroom) and built shelving.
  - Installed plywood and painted back emergency exit walls.
  - Supplied generator when power failed on Monday, December 18, 2023.
- On Monday, December 18<sup>th</sup>, the Children's Room flooded and the power was out for more than 24 hours.

- DPW came and helped vacuum out the water from the boiler room and Children's Room. They also moved items into the shed instead of around the boiler. They cleared out anything that was damaged.
- The boiler room sump pump failed. DPW replaced it with a new one.
- The BA called All Risk to come and remediate the flooding. They dried the floor with fans and dehumidifiers, moved furniture to get to all the wet carpet, per their recommendation they threw out all the carpet.
- The BA filed an insurance claim and the adjuster came to evaluate the flooding.
- Currently, the BA & DPW are getting quotes for putting down an epoxy flooring so that it looks nice but won't get damaged from flooding.
- The Director spoke to the BA and the Head of DPW about whose responsibility it is to pay for the repairs.
- The Children's Room flooded again on 1/10/24 because of a heavy rain storm.
- DPW contacted Apollo about the control panel for the handicap bathroom pump and it should be installed soon. There was a delay in getting the equipment.
- All programs will be held in the Adult Section of the Library. The train table, toys, and a selection of books have been made available upstairs.
- A local clock repairer came to look at the Library's Seth Thomas Clock. The company is Coastal Clock & Chime. They are located in NJ and can fix the street facing clock. The Director paid them \$150 for their inspection and going forward, if the Board chooses them to do the work, that money will go towards the cost of the work.

### **Collaborations**

- Friends of the Library
  - The Director has been posting events as she receives them on social media and sharing reels.
  - The Director has made sure correspondence to the Friends has reached them.
  - The shed was made available for the Friends to put away the holiday decorations. on Saturday, Jan. 6, 2024.
- School
  - The Library will host Young Author's Night on Wednesday, January 17<sup>th</sup>.
- Green Team
  - The Director met with Kathleen McNamara about a collaboration with the Green Team and the Library. The Green Team has asked if the Library could do a book display on a topic, program, or sponsor a storywalk.

### **Consortium**

- The Director purchased the domain kfpl.org. The Director is working to get our staff emails and the board emails changed to this. It was \$10.17 on GoDaddy.

### **Consultants**

- The Library's attorney, Cleary, Giacobbe, Alfieri, Jacobs LLC, has sent over their yearly contract for the Board to approve.

### **Finance**

- The audit has not been completed. The Director asked to move the unspent \$3500 from the 2023 operations budget to the 2024 operation budget for the anticipated cost.

The motion to transfer \$3500 from the 2023 operating budget (originally earmarked for payment for the annual financial audit) to the 2024 operating budget in anticipation of the audit being completed (Erica Hubler/Chris Leising) was approved by all Board members present.

- The following bills will be paid using the 2024 budget but have not been included in the monthly budget for accounting purposes. They will appear in the February 2024 bills, however the Director would like authorization to pay them now.
  - LMxAC 1<sup>st</sup> Quarter Assessment - \$2,564.61
  - Hoopla Quarterly Payment - \$400
  - Newspapers.com (ProQuest) – \$3,202.50
  - ALA Membership Dues - \$183
  - NJLA Membership Dues - \$325

The motion to authorize the Director to renew the above items and pay the associated fees cited above (Andrea Block/Erica Hubler) was approved by all Board members present.

### **Personnel & Policy**

- The Library Board of Trustees By-Laws have been updated to include the newest resolution to allow Trustees to give 24-hours notice when attending via Zoom.
- The Director has written her 2024 goals with the feedback in mind from her review from last year. Please review them and they will be approved at the next meeting.
- The teen boys have returned to the Library and have been behaving well with some exceptions. The Director will keep monitoring the situation and make the board aware when necessary.
- Barbara Raftery was hired before 2010, so the Director believes she can be paid out for her unused sick time. In the past the Board has paid her for half and rolled over half. Half of her unused sick time was 16.25 hours at her 2023 rate of pay \$18.48 per hour. This is discussed in the Public Portion of the meeting as documented below.

### **Programs**

- Highlighted programs for January:
  - Winter Reading Challenge – January 3-March 31<sup>st</sup>.
  - Teen Drop-in – Positivity Jars – January 25, 3pm-5:30pm

### **Public Portion**

The motion to open the meeting to public comments (Michele Brusca/Erica Hubler) was approved by all at 7:42 pm. Members of the public in attendance included Kimberly Humphrey, Keyport Borough Administrator, and John Merla, Keyport resident.

The Board discussed the payment of unused 2023 sick leave to Barbara Raftery with the Borough Administrator. Ms. Humphrey indicated that the NJ State Comptroller has changed rules regarding the payout of unused sick leave.

The Board approved the motion to table the payout of Barbara Raftery's sick leave pending investigation of NJ rule changes (Michele Brusca/Erica Hubler). All members present voted yes. Erica will pursue this investigation.

The Board and Business Administrator also discussed progress on the Shared Service Agreement. While the Borough is continuing to process the Shared Service Agreement through attorney review, the Board and the Borough Administrator agreed to work together to optimize available funding to address Library building infrastructure issues. This discussion included the suggestion by the Borough Administrator that our library could join the Monmouth County Library System as a cost-saving measure. The Board agreed that it could result in some cost savings, but pointed out that the Keyport Free Public Library would lose its autonomy as a result

– and potentially not be able to present the level of personalized, much-appreciated service that we do now.

The most pressing issue at this time is the continued flooding of the basement (Children's Library). Efforts and expenditures will be needed to investigate potential mold contamination, repair and refinish the floor, and ultimately prevent future water ingress through waterproofing, additional drainage, etc. The Borough Administrator indicated that she'd request the Borough Engineer to inspect the building to consider appropriate flood remediation/waterproofing.

The motion to close the public portion of the meeting (Erica Hubler/Michele Brusca) was made at 8:04 pm and approved by all members.

### **Treasurer's Report**

Rose Besrutschko provided the Treasurer's Report. No discussion was required.

### **Review of Bills & Action to Pay Bills**

The motion to pay December 2023 bills (Chris Leising/Andrea Block) was approved by all members present.

### **Committee Reports**

- ☐ Personnel and Policy – The 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 did not meet

### **Unfinished Business**

- ☐ The proposed Shared Services Agreement (SSA) was discussed in the Public Portion of the meeting as documented above.

### **New Business**

- ☐ Trustee Check-In – did not occur this month.
- ☐ 2024 Board Officer Nominations and Elections
  - The following nominations were made for officer positions:
    - Treasurer: Rose Besrutschko (Michele Brusca/Andrea Block)
    - Secretary: Chris Leising (Erica Hubler/Michele Brusca)
    - President: Michele Brusca (Erica Hubler/Andrea Block)
    - Vice President: Erica Hubler (Michele Brusca/Chris Leising)

All nominees accepted their nominations. A roll call vote was held for each nomination, and all members present voted yes in each case.

### **Announcements**



The next Board will be held on February 8, 2024 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 (Erica Hubler/Andrea Block), and all members present unanimously agreed. The meeting was adjourned at 8:14 pm.