

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

November 9, 2023

Call to Order

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

Roll Call

Attendees included Leslie Kotzas, Michele Brusca, Erica Hubler, Chris Leising, Rosemary Besrutschko, Lisa Savoia, Mayor Araneo, Ed Carew, Natalie Smith, and Andrea Block.

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 12 October 2023 Board Meeting Minutes

The motion to approve the 12 October 2023 Board Meeting Minutes (Ed Carew/Michele Brusca) was accepted by the Board. Erica Hubler, Lisa Savoia, Mayor Araneo, and Natalie Smith 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 volunteer, Tom Hendrickson, has completed many building maintenance tasks.
 - Helped fix the broken children's door with Ed Carew on a Saturday.
 - Worked on organizing the shed to make more room in the storage area for program supplies.
 - Fixed a hole in the roof of the shed and removed debris from around the shed.
 - Fixed book display shelf in children's room so books display better.
 - Continues to patch, repair, and paint in the Director's office.
- The push bar on the Children's room entrance door pulled off on Friday, Oct. 27. The Director alerted the Buildings and Grounds Committee. Ed Carew and Tom Hendrickson came and fixed it the following day. The door is slowly breaking down and will eventually need to be replaced. The Borough Administrator was notified of this.

- The National Association of Clock and Watch Collectors came out on Sunday, Oct. 29 to disassemble the Seth Thomas Tower Clock and bring it downstairs. However, the Director informed them that there are 2 companies giving her quotes on how much it would be to get the street clock working. They wanted to leave the Seth Thomas Clock in its current state so that it can be evaluated too. Therefore, the clock was not disassembled and brought downstairs yet.

Collaborations

- Friends of the Library
 - The Director has been posting events as she receives them on social media and sharing reels.
 - Flyers for the events have been posted in the Library.
 - The Director has made sure correspondence to the Friends has reached them.
 - For the Scarecrow Fundraiser, the Director made sure to provide tables and access to the shed.
 - In celebration of Friends week, the Director made sure it was advertised and given credit to the Friends for sponsoring an adult craft and kids' goodie bags. The President of the Friends, Xan Yanosh, gave a speech before Tots & Tales about the Friends to encourage membership.
 - The Director suggested that the Friends bring in sign holders to display their fundraisers (because the Library has just enough), and tables for future events. Xan provided some sign holders and said she would look into getting tables.
 - The Director has supplied the checkout data on the Museum Passes that the Friends sponsor and suggested other museum passes that patrons might be interested in.
- School
 - The Director hosted the whole 3rd grade class on 3 separate days for programming. The students came at 9am and learned about the Library through games, a scavenger hunt, and stories. Each student got a goodie bag and a free book.
- Garden Club
 - The Garden Club decided not to use the Library as a meeting place. They have chosen Gethsemane Church on Maple Place.

Consortium

- LMxAC is choosing a new name. The 2 options are Bloom or STELLA (Sharing and Technology Lending Libraries Alliance). A survey was sent out to all member libraries to give feedback on which ones they wanted.
- LMxAC is going to roll out Google as the Library's new email platform. Migration will begin soon. This will be at no cost to the Keyport Library.
- LMxAC is also going to decide who will provide the new circulation database. Currently, Sirsi Dynix (Workflows) is being used but that may change. The consortium will work to slowly migrate to a new system over the course of next year.
- There are 2 more libraries joining the consortium, Gardwood and Union.
- The Director organized a call for the consortium to sign up for MeeScan which would provide libraries with self-checkout stations. If the consortium buys MeeScan together, there will be a discount.

Electronic Resources

- The Director sent board members and staff links to Creative Bug and Bookflix. Based on the feedback from everyone, the Director would like permission to purchase both and reduce the World Book Subscription to just 2 of the databases.
 - World Book Kids & World Book Student - \$371.36

- Creativebug - \$500.00
- Bookflix - \$952.00

The motion to approve the purchase of Creativebug and Bookflix subscriptions, and reduce the subscription for Worldbook Databases (Lisa Savoia/Erica Hubler) was approved by the Board. All members voted yes.

Finance

- The 2024 1/3 millage amount was released. The Library's budget for next year \$354,204.00, which is approximately an \$11,000 increase from last year.
- The Finance Committee and Director met to go over the budget for 2024.

Grants

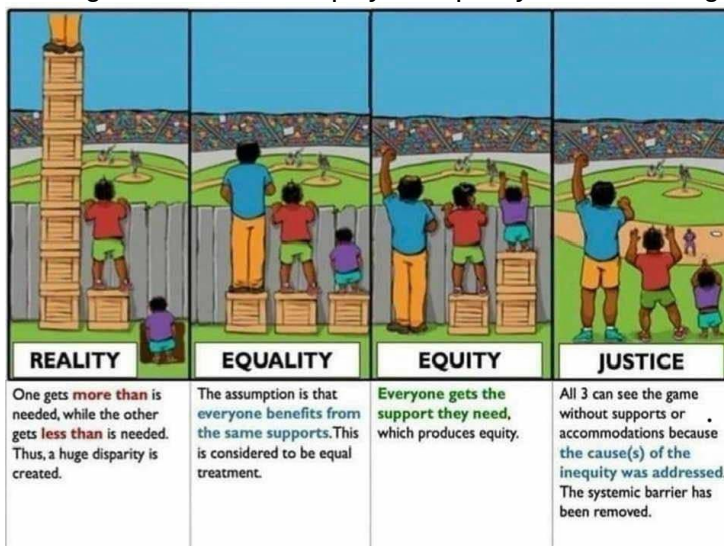
- The Director missed the deadline for the Monmouth County Historical Commission re-grant program because the vendors who do the clock repairs have not got back to her with quotes. The grant required 2 quotes and unfortunately, there are not many professionals who work on clocks like the Seth Thomas Tower Clock.
- The Director is currently working on a grant from Libraries Transforming Communities: Accessible Small and Rural Communities. The Director is going to apply to have an automatic opening children's door put on to replace the current door at the Children's entrance. The amounts are \$10,000 or \$20,000. Deadline is Dec. 11 and the award will be announced in February 2024.

Misc

- Trustee Andrea Block transcribed a written history of the library. For the future we can use it to promote the library.

Personnel & Policy

- The Librarians and Director have started the Building Equity Based Summers (BEBS) training and discussed equity vs equality. See the image below.



- The Director would like to remove restrictions from checking out DVDs to patrons under 18.

The motion to approve the removal of age restrictions on DVD checkout (Ed Carew/Chris Leising) was approved by the Board. All members voted yes.

- The Library Board Trustee Meeting Dates are as follows (based on the second Thursday of each month):

1	January 11
2	February 8
3	March 14
4	April 11
5	May 9
6	June 13
7	July 11
8	August 8
9	September 12
10	October 10
11	November 14
12	December 12
13	January 9 (2025)

The motion to approve the proposed 2024 Library Board meeting dates (Erica Hubler/Andrea Block) was approved by the Board. All members voted yes.

- The Personnel & Policy Committee and Director looked over the following Holiday Closure Dates for 2024. Please see the following dates. For 2024 there are a total of 15.5 (excluding January 2025) which is .5 more than 2023.

1	Monday	January 1	New Year's Day
2	Monday	January 15	Martin Luther King Jr. Day
3	Saturday	May 25	Saturday before Memorial Day
4	Monday	May 27	Memorial Day
5	Wednesday	June 19	Juneteenth
6	Thursday	July 4	Independence Day
7	Saturday	August 31	Saturday before Labor Day
8	Monday	September 2	Labor Day
9	Monday	November 11	Veterans Day
10	Thursday	November 28	Thanksgiving Day
11	Friday	November 29	Day after Thanksgiving
12	Saturday	November 30	Saturday after Thanksgiving
13	Tuesday	December 24	Christmas Eve
14	Wednesday	December 25	Christmas Day
15	Thursday	December 26	Day after Christmas
15.5	Tuesday	December 31 at 3pm	Half Day Closure for New Year's Eve
16	Wednesday	January 1 (2025)	New Year's Day

The motion to approve the proposed 2024 Library holiday closure dates (Erica Hubler/Chris Leising) was approved by the Board. All members voted yes.

- The Director has submitted the salary adjustments for the 2024 budget year to the Finance Committee and the Personnel and Policy Committee.

Programs

- The Library had a great turn out for pumpkin dish painting on Columbus Day since kids and adults were off that day. The Library benefits the community more from being open on some holidays so that both kids and adults can take part in the Library's offerings.
- Highlighted programs for November:
 - Thanksgiving Cupcake Decorating - Nov. 8, 6pm-7pm
 - Adult Beaded Bracelet Craft for Native American Heritage Month - Nov. 27, 10am-5pm.

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 October 2023 bills (Ed Carew/Andrea Block) was approved by all members.

Committee Reports

- ☐ Personnel and Policy – The Personnel and Policy Committee did not meet. This committee will meet prior to the next Board meeting to develop a proposed Performance Appraisal for the Director and review proposed salary increases
- ☐ Buildings and Grounds – The Building and Grounds Committee did not meet
- ☐ Finance – The Finance Committee met to develop the proposed budget for 2024
- ☐ Friends of the Library – the Friends received \$300 and \$500 in donations for the Terrarium and Scarecrow Fundraisers, respectively.

Unfinished Business

- ☐ The proposed Shared Services Agreement (SSA) is in review with the Borough attorney.

New Business

- ☐ Trustee Check-In did not occur this month.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Erica Hubler) was approved by all at 8:05 pm. No members of the public were present. The motion to close the public portion of the meeting (Ed Carew/Erica Hubler) was made at 8:05 pm and approved by all members.

Announcements

The Board agreed to hold the December Board meeting a week earlier (on December 7, 2023 at 7:00 p.m. to better accommodate end of year personal schedules. This meeting will be in-person, with a Zoom link provided for virtual attendance if requested by one or more Board members.

The motion to move the December Board meeting from December 14, 2023 to December 7, 2023 (Erica Hubler/Michele Brusca) was approved. All members voted yes.

Adjournment

A motion was made to adjourn this meeting (Andrea Block/Erica Hubler), and all members present unanimously agreed. The meeting was adjourned at 8:10 pm.