

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

10 June, 2021

Call to Order

Ed Carew called the meeting to order at 7:03 pm. A virtual Zoom conference call was held due to COVID-19 considerations.

Announcement of Compliance with the Open Public Meetings Law

Ed Carew 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 Janet Torsney, Edward Carew, Sue Kleinberg, Rosemary Besrutschko, Chris Leising, Erica Hubler, Natalie Smith, and Lisa Savoia. Collette Kennedy was not able to be present and Matt Goode attended to fill her absence.

Executive Session

A motion was made at 7:07 p.m. to enter into Executive Session to discuss personnel matters with no action to be taken; action to be taken in Open Session (Sue Kleinberg/Chris Leising). All Board members present voted yes.

Temporary Director Arrangements

The Board discussed the process to secure temporary Director support while waiting for completion of Provisional Director and Civil Service hiring processes.

Provisional Director Hiring Arrangements

The Board discussed salary offers for the Provisional Director position.

Return to Open Session

A motion was made to return to Open Session (Chris Leising/Natalie Smith) at 7:50 p.m. All Board members present voted yes.

Approval for Hiring of Temporary Director

The motion to approve the hiring of Leslie Kotzas as temporary Director for transitional efforts at \$44.60/hr. for up to 20 hrs (Erica Hubler/Chris Leising) was unanimously accepted.

Approval for Hiring of Provisional Director

A motion was made to hire Leslie Kotzas as Provisional Director at the rate of \$78,000/year (Sue Kleinberg/Natalie Smith). The motion was rejected with Sue Kleinberg voting yes, Matt Goode abstaining, and all other members present voting no.

A motion was made to hire Leslie Kotzas as Provisional Director at the rate of \$81,183/year (Erica Hubler/Chris Leising). The motion was approved with Sue Kleinberg voting no, Matt Goode abstaining, and all other members present voting yes.

Ms. Kotzas is expected to start in the role of Provisional Director on 28 June, 2021.

Approval of 14 May 2021 Board Meeting Minutes

The motion to approve the Minutes (Lisa Savoia/Rose Besrutschko) was accepted by the Board, with yes votes by all members except Matt Goode (who abstained).

Approval of 24 May 2021 Special Board Meeting Minutes

The motion to approve the Minutes (Lisa Savoia/Erica Hubler) was accepted by the Board, with yes votes by all members except Matt Goode (who abstained).

Temporary Director's Report

Janet Torsney provided the Temporary Director's Report as follows:

BUILDING/EQUIPMENT

- Library Interiors is delivering the children's furniture and final upstairs shelf items
- NPP will replace both doors and repair the back wall sometime this month.
- Downstairs carpet installation is expected this month
- The art rail install is waiting on contractor availability.

CIRCULATION/COLLECTION

- Online circulation has more than doubled for ElibraryNJ, Hoopla, and Kanopy
- Direct borrowing from the weekly Wowbrary emails continues to increase.

PROGRAMS

- Very good response to online origami for Asian American/Pacific Islander month
- Friends of the Library are funding another six months of Crafts with Katie.

STAFF

- Sarah Vogler is no longer available to work Wednesday and Friday nights. A replacement staff member is needed.

Treasurer's Report

Rose Besrutschko provided the June 2021 Treasurer Report. Rose verified that the operating budget will be used to pay Temporary Director hourly fees.

Review of Bills & Action to Pay Bills

The motion to pay June bills (Sue Kleinberg/Chris Leising) was accepted by the Board. Matt Goode abstained, and all other members present voted yes.

Planning for 2020 audit

The Board approved the motion to provide payment of \$1700 for completion of the 2020 audit (Sue Kleinberg/Chris Leising). Lisa Savoia was absent for this vote; all other members present voted yes.

Public Portion

No members of the public were present.

Committee Reports

- Building and Grounds Committee –
 - The Board discussed potential forward movement of the Lease Agreement proposal. The Building and Grounds Committee will provide further follow-up on this topic in future Board meetings.

Old Business

The Construction Grant application (approved by the Board in May 2021) has been submitted for consideration.

New Business

Ribbon cutting for library building improvements will be held at 11:45 am on 31 July, 2021. Details of this event will be discussed at the regular July 2021 Board Meeting.

Announcements

The next monthly meeting was confirmed: 8 July, 2021, at 7:00 p.m.

Adjournment

A motion was made to adjourn this meeting (Sue Kleinberg/Natalie Smith), and the Board unanimously agreed. Meeting was adjourned at 8:25 pm.