

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

11 March, 2021

Call to Order

Ed Carew called the meeting to order at 7:01 pm via a virtual Zoom conference due to the Covid-19 pandemic.

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, Chris Leising, Erica Hubler, Leslie Kotzas, Natalie Smith, Lisa Savoia, and Collette Kennedy. Rosemary Besrutschko was absent.

Approval of Minutes of Previous Meeting

Changes to the February 2021 Board Meeting Minutes will be made as follows:

- The reference made to “Susan Kleinberg” should be to “Sue Kleinberg”.

The motion to approve the Minutes (Ed Carew/Chris Leising) pursuant to the above changes was unanimously accepted.

Director’s Report

Janet Torsney initiated a discussion of potential dates for opening of the library to limited in-person use by patrons. The Board agreed that public safety is paramount for this decision and, as a result, the library will remain closed to the public until at least mid-April 2021. The Board also agreed to discuss this topic again at the next Library Board meeting on 08 April.

Janet then presented the Director’s Report as summarized below:

- Effort is continuing on the construction bond application. The State Library will make an additional \$40 million in bond funding available to successful applicants but hasn’t provided additional guidelines at this time

- A potential change to the NJ Natural Gas budget plan (from the current monthly actual usage billing) was rejected as no savings would be realized
- Efforts continue to refresh the library printed book collection, as well as to update periodical subscriptions
- The \$10,000 legacy gift from Betty Hurlbert was received
- Despite not receiving a grant for the development of a summer ESL program, Janet will focus on creating a small ESL program that will meet budgetary constraints
- Janet is investigating the possibility of receiving an AARP grant for library programming with the help of the Borough Administrator
- Strong positive responses were received to the Library's Black History Month programming
- Various programs aimed at grade school participants are being kicked off with the onset of nicer weather and spring break student availability
- The annual report to the NJ State Library was completed for delivery by the 15 March deadline.

The Neighborhood Preservation Project team is preparing quotes for library building upgrades, including stair railing replacement, installation of a new front door, and wall repair. The costs are expected to be approximately \$2000. A motion to provide up to \$2000 of Library budget for this NPP effort (Sue Kleinberg/Lisa Savoia) was approved unanimously.

Treasurer's Report

Rose Besrutschko provided the March 2021 Treasurer Report for review by the Board prior to the 11 March meeting. No discussion was held on the March Report at this meeting, as Ed proposed that the Board table any questions or discussion until the April 2021 meeting to allow Rose to directly participate.

Review of Bills & Action to Pay Bills

The Board reviewed the March 2021 bill list. A motion to approve payment of the March 2021 bills (Sue Kleinberg/Lisa Savoia) was passed unanimously.

Public Portion

No members of the public were present.

Committee Reports

- Personnel Committee – work continues on the development of a Personnel Manual for Library staff. The committee is still targeting a completed first draft for Board review in several months, with the goal of providing a completed, approved manual in Summer of 2021.
- Building and Grounds Committee –

- The committee is continuing work towards finalization of the proposed gazebo design.
- Sue is drafting a proposed agreement with the Borough for lease of Library building assets.
- The committee will perform the first monthly library/grounds walkthrough in early April to identify any building/maintenance issues to be addressed by the library/board, the Borough, or the Building and Grounds Committee.

Old Business

No old business needed to be addressed.

New Business

No new business needed to be addressed.

Announcements

The next meeting was confirmed: 08 April, 2021 – 7:00; it will be held virtually via Zoom conferencing.

Adjournment

A motion was made to adjourn this meeting (Lisa Savoia/Leslie Kotzas), and the Board unanimously agreed. Meeting was adjourned at 7:34 pm.