



# Raritan Public Library

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August 16th, 2018

The regular monthly meeting of the Raritan Public Library Board of Trustees was called to order at 7:00pm by K. Seifert-Ethier, Board President. K. Seifert-Ethier read a statement that the meeting was duly publicized (including notices which were sent to the Courier News and the Star Ledger) and that the meeting was called pursuant to provisions from the Open Public Meeting Law.

MEMBERS PRESENT: K. Seifert-Ethier, B. Doorly, A. Goetsch, J. Fidacaro, U. Agrawal, A. M. Mead and M. Paese, Director. Absent were C. Torres and M. Pryll.

K. Seifert-Ethier led the flag salute.

AUDIT REVIEW: Bill Schroeder of Nisivoccia, LLP came to review and discuss the annual audit with the Board. Overall balances were discussed. The Capital Plan was also discussed. Several minor recommendations were explained which are very common to small municipal libraries. Board members had the chance to ask questions. Overall financial state of the Library is very solid. The audit will be put on the Library's website for at least one month. A motion to accept review of the audit was made by A. M. Mead and seconded by A. Goetsch. The roll call was unanimous.

MINUTES: A. M. Mead made a motion to approve both the regular and executive minutes of the June 21st, 2018 Board Meeting, J. Fidacaro seconded the motion. The roll call was unanimous.

TREASURER'S REPORT: B. Doorly made a motion to approve the July and August bills including capital expenditures, A. M. Mead seconded and the roll call was unanimous.

## DIRECTOR'S REPORT:

- A previous candidate who accepted the temporary Children's Librarian position recently declined the job offer. The Director and Personnel Committee met with Carol Spicer who accepted the position. Ms. Spicer spent some training time with Kristen Brooks and will begin her employment on August 27<sup>th</sup>.
- Our Library hosted an art reception for 15 artists who displayed various pieces for a two-week period. The Morris Museum loaned the easels for the show.
- In honor of Dorothy Reynolds, the Library gave out signed copies of Ruby Silvious' watercolor books who attended Ruby's workshop. The books were paid from the Dorothy Reynolds Fund.
- Monk's Home Improvement installed the flush assisted toilet in the Men's bathroom.
- FTS Landscapers gave a price of \$720.00 to remove the dead tree in the back and replace it with a pink dogwood. A. Goetsch made a motion to approve the job, A. M. Mead seconded and the roll call was unanimous.
- Bob Sferra gave a price of \$950.00 to steam clean all carpets including the one in the Community Room. J. Fidacaro made a motion to approve the two-system cleaning process, B. Doorly seconded the motion and the roll call was unanimous.
- The Director applied and was approved for a \$200 grant to help pay for special programming during the Somerset County Journey Weekend in October.

- Barnes and Nobles Bookstore has offered our Library an opportunity to partner with them at a fundraising book fair on December 8<sup>th</sup>, 2018. A percentage of qualifying purchases made that day will go toward raising cash or gift cards for our Library. The Board mentioned using the raised funds toward programming.
- New software was purchased for the public computers that limits users to their allotted one hour of internet usage.
- Adding a part-time IT person was discussed. The Board asked the Director to create a job description for the next meeting so a pay scale and number of work hours could be determined. The position and needs would be explored further.
- A BRHS Student proposed a plan to start an on-line tutoring club through Raritan Library's website. The Director reviewed the student's proposal with the Trustees. BRHS students with high GPA scores would tutor other students on-line. Registration would be done using a Raritan Library card. Although the Trustees thought it was a great idea, the Board was in favor of in-house tutoring. They were concerned about possible issues that might occur by linking to the Library's website.
- The Director asked whether any of the Trustees were interested in attending the Trustee Institute in East Windsor, NJ on October 27<sup>th</sup>. K. Seifert- Ethier and J. Fidacaro will attend.

**Upcoming Programs/Events:**

August 23<sup>rd</sup>: "Fun in Acapulco" movie with actor interview

August 30<sup>th</sup>: Raritan's Distinguished Series with renowned composer Luigi Zaninelli

Sept 6<sup>th</sup>: Local Author Presentation with criminal justice expert Dr. John Paitakes

Sept 13<sup>th</sup>: "Roebing Legacy" presented by author/historic preservation speaker Clifford Zink

Sept 18<sup>th</sup>: Matinee showing of the movie "Chappaquidick"

PRESIDENT'S REPORT: K. Seifert-Ethier reported that the audit was complete and that we would review capital expenses in several months. The SWOT analysis is still a work in progress. September is national library card month and promotion of this was discussed. A meeting was held with representatives of JFK School and the point of information person will be the Kindergarten teacher Mrs. Herring. We will have a table at "Back-to School" night. The paver program will end in September.

**COMMITTEE REPORTS:**

Strategic Planning Committee: No meeting

Finance Committee: Had meeting about audit

Personnel Committee: Had meeting on hiring update

Public Relations Committee: Possibility of sending postcards for promotion

OLD BUSINESS: Saturday summer hours were successful.

RESOLUTION: 2018-08-005: Library Audit Review: A.M. Mead made a motion to accept review of the Library's annual audit, A. Goetsch seconded the motion, and the roll call was unanimous.

PUBLIC COMMENTS: None

ADJOURNMENT: At 8:50pm, a motion was made by J. Fidacaro to adjourn the meeting, B. Doorly seconded and the Board unanimously agreed. The next Board of Trustees meeting will be held on September 20<sup>th</sup> at 7:00pm in the Library.