



# Raritan Public Library

---

54 East Somerset Street  
Raritan, New Jersey 08869  
Phone: (908) 725-0413  
Fax: (908) 725-1832

August 18, 2016

The regular monthly meeting of the Raritan Public Library Board of Trustees was called to order at 7:00pm by R. Rispoli, Board President. R. Rispoli 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: R. Rispoli, B. Doorly, R. Zack, S. Forte, A. Goetsch, J. Fidacaro, and M. Paese, Library Director.

Absent: J. Boyle, K. Seifert-Ethier, and A. M. Mead.

J. Boyle previously resigned from the Board.

R. Rispoli led the flag salute.

MINUTES: A. Goetsch made a motion to approve the minutes from the July 21st Board Meeting, B. Doorly seconded the motion. All approved except S. Forte and J. Fidacaro, who abstained.

TREASURER'S REPORT: S. Forte made a motion to approve the August bills including Capital expenditures, R. Zack seconded the motion and the roll call was unanimous. R. Rispoli reported that Edge Property Maintenance sent its first bill for payment.

DIRECTOR'S REPORT: The Director handed all trustees a copy of the 2015 audit. She would bring a copy to the Borough. Board approval of the audit will be made at the next Trustees' Meeting. Safe Haven installed a fire-wall device to separate patron computers from staff computers. This will make the Wi-Fi more secure.

The carpet, tables, and display cases have been ordered for the new room. We are waiting for fabric samples for the chairs. The tables were purchased at a 40% discount through a State Contract Purchasing Plan.

R. Rispoli is registered for the Trustee Institute in E. Windsor, NJ. September 1<sup>st</sup> is the last day for registration.

Several trustees and patrons have complimented on how nice the the front yard looks. The Director thanked Jane Fidacaro for planting flowers by the sign and along the front walkway.

The County will be putting up a plaque either inside or outside the building since they gave grant monies to the Library for various restoration projects.

Camp Pendleton recently had a ceremony honoring and naming a new destroyer ship after John Basilone. The new ship will be commissioned in 2022.

## Upcoming Programs/Events:

September 8<sup>th</sup>: A class will be instructed on how to make a deco mesh wreath/table centerpiece.

September 18<sup>th</sup>: The Library will be open from 10:00am to 1:00pm prior to the 35<sup>th</sup> Annual John Basilone Parade.

September 19<sup>th</sup>: Raritan Library staff will hold two e~book orientation sessions to instruct our patrons how to download books from the new 3M Cloud Library.

September 24<sup>th</sup>: Deb Lawton will hold a class for teens on creating a glass pendant.

September 29<sup>th</sup>: Movie Night: G.I. Blues.

**PRESIDENT'S REPORT:**

R. Rispoli handed out packets to all Board members on the roles and responsibilities of Library Trustees.

Status of Library Expansion: R. Rispoli reported that construction is presently halted due to the Contractor waiting for the roof trusses. Shop drawings should arrive soon.

Status of the Library Electrical System: Action Electric has started the project. PSE&G will need to connect the new service.

Buy A Paver Program: The Trustees are donating money for a paver to be raffled off at the Raritan Fire Department Tricky Tray.

Handicapped Railing: The railing is complete. The older railings will be painted to match the new ones once the concrete sidewalk is refurbished.

R. Rispoli reported that the Director needs to be given a copy of her annual review. J. Fidacaro and A. Goetsch agreed to meet with her to review it.

**COMMITTEE REPORTS: (Strategic Planning)** R. Zack reported that she and K. Seifert Ethier will meet to develop activities for the ESL. The Board wants to continue a good relationship with J. Boyle and JFK School.

The Director reviewed the 2015 metrics with the Trustees. She will bring 2014 metrics to the next meeting so the Board can compare them.

S. Forte stated she is in agreement with the Library's Budget and Funding Overview that the Director prepared.

B. Doorly stated that he compared computer screens for the new kiosk at Best Buy and Safe Haven. The computers are one unit and touch screen (27 inches). Most likely, it will be purchased at Best Buy. He will give more information and an invoice for the unit at the next meeting.

B. Doorly also mentioned that he will re-paint the front porch in late September or in October.

**OLD BUSINESS:**

As soon as R. Rispoli receives the signed document from Mayor McMullin regarding the change to the Lease Agreement about snow removal, he will send it to the Library's lawyer for revision.

Emergency/inclement weather closings at the Library will be discussed at the next Board Meeting. J. Fidacaro agreed to ask the Borough about their closing procedures.

**NEW BUSINESS:**

B. Doorly announced that there will be an unveiling of a framed article/photo of Vietnam casualty, Dennis Crane, who once lived in Raritan. The ceremony will take place at the Municipal Building on Saturday, September 17<sup>th</sup>.

**PUBLIC COMMENTS:**

Tom Brown asked what specific metrics the Library was tracking.

S. Forte made a motion to adjourn the meeting at 8:05 pm, A. Goetsch seconded and the roll call was unanimous.

The next Board of Trustees meeting will be held on Thursday, September 15<sup>th</sup>, 2016 at 7:00 pm.