



Raritan Public Library

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

February 18, 2016

The regular monthly meeting of the Raritan Public Library Board of Trustees was called to order at 7:00 pm by Ron Rispoli, the 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, J. Boyle, K. Seifert-Ethier, A. Goetsch, A.M. Mead, B-R Superintendent Alternate, Mayor Charles McMullin, and M. Paese, Director.
Absent: S. Forte.

R. Rispoli led the flag salute.

At 7:05 pm the Board of Trustees went in Executive Session to discuss salary increases for the Library employees. At 7:15 pm the Board returned to the regular meeting. It was concluded that the Library Director should perform reviews of the Library staff and that she also be reviewed before salary increases would be considered. Salary increases would be retroactive to January 1st, 2016.

MINUTES: Mayor Chuck McMullin asked that the January 21st minutes be amended to include a statement that the Board of Trustees agreed to publish the approved Board Meeting Minutes on the Library's website with a link to the Borough's website. A. M. Mead made a motion to approve the amended minutes, B. Doorly seconded and the roll call was taken. All approved with the exception of J. Boyle, who abstained.

TREASURER'S REPORT: A. M. Mead made a motion to approve the February bills, Mayor McMullin seconded and the roll call was taken. All Trustees approved with the exception of B. Doorly who abstained. Mayor McMullin asked for additional reports reflecting budgeted expenses versus actual expenditures. B. Doorly stated he would help the bookkeeper, T. Pochek, set the report up in Excel.

DIRECTOR'S REPORT: The Director presented the 2016 Library Budget. The Board asked that the budgeted category for books be divided between print copies and e-books. After a discussion, A. M. Mead made a motion to approve the 2016 Budget, J. Boyle seconded and the roll call was unanimous.

The Director reported that the Library purchased a new HP scanner, a new HP desktop computer and a Samsung monitor so the historic documents and the Raritan Valley Newspapers can be copied, scanned and entered on the website and upcoming kiosk. Several volunteers have offered to help with the project.

UPCOMING PROGRAMS:

March 3rd: Irene Morko's Cork Birdhouse Class will be repeated due to popularity of the project. A third one will be scheduled in April.

March 10th: Irene Mortko will also run a craft class titled "Dancing Bunny", a project on poly-resin.

March 19th marks the 2nd annual Makers Day Event at Raritan Library. The Director handed the Board members a brochure showing the activities (five programs) for that day. They include two children's workshops presented by "Engineering for Kids", a littleBits demonstration for children and teens, two classes on making a dichroic glass necklace with glass artist, Deb Lawton, a knit/crochet project to create lap blankets for Jersey Cares, and two workshops sponsored by Lowe's of Hillsborough to demonstrate how to install door locks.

The Director reported that Pronunciator, the Library's on-line language program, has added several new features including live teacher-led conversation groups, virtual city tours and a citizen prep course with 100 instructional videos.

The Director will be looking into joining a consortium for e-books. Bernardsville Public Library Director stated that Raritan Library could now join in with their group of libraries that would give us access to a large base of electronic books at a much lower annual cost.

Battleship New Jersey has lent our Library a model of their ship. We are one of five libraries to receive a model. They have also agreed to lend our Library artifacts from their ship that we can put on display. The museum case in the 900's room has been updated with a new display on Dr. Edgar Flint who was a prominent resident of Raritan for 41 years and who enlisted in three wars including the Spanish American War, WWI and WWII.

The Director mentioned that a committee needs to be formed to move forward with the interview process for the Children's Librarian position in Amy Seymour's absence.

PRESIDENT'S REPORT:

Status of Library Expansion: R. Rispoli reported that Hunter (Archaeologist) performed an additional dig where a fence will be moved.

Buy-a-Paver Program: R. Rispoli asked the Trustees to sell five pavers each.

Status of Library Electrical System: The electrical problem has not been resolved since last September.

R. Rispoli stated that according to the Library/Municipal lease agreement, it is the town's responsibility to take care of the repair. Mayor Mc Mullin stated he would contact the town engineer regarding this matter.

Status of Repairs to Rear Entrance Ramp: The railings have been ordered and should be installed once weather conditions are better.

COMMITTEE REPORT: K. Seifert-Ethier reviewed the action items of the Strategic Plan work document, which included the proposed meeting between the Library Board and the Borough Council.

A final agenda will be created before the next Board meeting. The joint meeting will be held sometime in April at the Library.

J. Boyle discussed his experiences at JFK School with ESL students and parents and suggested ways we can engage them at our Library.

A committee needs to be created to work on fundraising ideas for the Library.

B. Doorly mentioned that he is working on an article for the Breeze about digitizing Raritan's history. A meeting will be set up with a few members of the Raritan Historic Committee regarding this matter.

NEW BUSINESS:

R. Rispoli reviewed with the Board reports showing current balances for the Library's Capital and Operating Accounts. Mayor Mc Mullin suggested that the Library use the Santora funds first for the building addition. R. Rispoli stated he would contact the auditor regarding this matter.

Mayor Mc Mullin reported that the Borough's DPW could take care of snow removal for the Library and that we would be on a priority list. The Borough/Library lease agreement would need to be revised.

A discussion ensued about emergency/inclement weather closings. It was suggested that the Board President and the Library Director should make a joint decision about Library closings.

A policy manual needs to be created.

A Personnel Committee was formed. J. Boyle and A. Goetsch agreed to be members of the Committee and would perform interviews for the temporary Children's Librarian position as well as a review of the Library Director.

A.M. Mead made a motion to adjourn at 9:30 pm, J. Boyle seconded and the Board agreed to end the meeting. The next Board of Trustees meeting will be held on Thursday, March 17th, 2016 at 7:00 pm.