



Raritan Public Library

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January 21, 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, S. Forte, R. Zack, K. Seifert-Ethier, A. Goetsch, A.M. Mead, B-R Superintendent Alternate, Mayor Charles McMullin, and M. Paese, Director.
Absent: J. Boyle.

R. Rispoli led the flag salute. Mayor McMullin swore in Adele Goetsch and Anne Marie Mead to the Board of Trustees.

NOMINATION OF OFFICERS:

SECRETARY: Rachel Zack: R. Rispoli made a motion to appoint Rachel Zack as secretary to the Board, Mayor McMullin seconded the motion and the roll call was unanimous.

TREASURER: Sharon Forte: B. Doorly made a motion to appoint S. Forte as treasurer, R. Zack seconded and the roll call was unanimous.

VICE-PRESIDENT: Bruce Doorly: S. Forte made a motion to nominate B. Doorly as Vice President, A.M. Mead seconded the motion and the roll call was unanimous.

PRESIDENT: Ron Rispoli: B. Doorly made a motion to appoint R. Rispoli as Board President, S. Forte seconded and the roll call was unanimous.

MINUTES: B. Doorly made a motion to approve the minutes from the December 17th, 2015 Meeting, K. Seifert-Ethier seconded the motion and a roll call was taken. Three members approved; 5 members abstained.

TREASURER'S REPORT: A. M. Mead made a motion to approve the January bills, Mayor McMullin seconded and the roll call was unanimous.

DIRECTOR'S REPORT: The Director reported that Barrett Carpentry installed the new outer door and lock at the back basement stairwell. They also replaced the muttoms in the windows in the craft room. In the spring, the company will come back to scrape and repaint the soffit on the second floor.

Three HP computer towers for public use were purchased. Office 365 has been installed on the units. B. Doorly purchased an HP printer/scanner for the Raritan Valley Newspaper and the Orlando letters project.

The Knox Box has been installed at the back entrance to the building.

Storr received the replacement lighting for the front walkway. Kichler is replacing the new fixtures free of charge.

A job advertisement for the temporary Children Librarian's position will soon be posted.

The Director presented the Board with proposed Holiday weekend closures. The Board agreed to extend five weekends in 2016 including Christmas.

Upcoming Program/Events:

Thursday, February 11th, 2016: Harp performance by Dominique Boyle.

Thursday, February 25th: The newly released film: *The Walk* will be shown (based on the true 1974 story of Philippe Petit's walk between the Twin Towers).

Saturday, March 19th: 2nd annual Makers Day Event featuring five programs.

PRESIDENT'S REPORT:

Status of Library Expansion: R. Rispoli reported that Hunter Research dug 6 foundation holes. Porcelain pieces, fragments of pipes and a spoon were found. A. M. Mead asked for a monthly report showing capital expenditures.

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

Status of Library Electrical System: PSE &G will not charge the Borough to bring new lines from the pole to the building.

Status of Repairs to Rear Entrance Ramp: The railing will be replaced once the weather breaks.

COMMITTEE REPORT: K. Seifert-Ethier reviewed the action items of the Strategic Plan work document, one of which included having a meeting between the Library Board and the Borough Council. R. Rispoli and Mayor McMullin will create an agenda for the joint meeting. The Board discussed whether ESL should become more of a focus rather than homeschooling and ultimately agreed that ESL should become a priority. Computer and e-book usage was also examined. The Board suggested taking special requests for e-books and to advertise more for higher usage. B. Doorly stated he would promote our e-books on the next e-newsletter. The Board discussed speaking with the President of the Friends group to learn about the goals of their group.

B. Doorly mentioned that a kiosk would be purchased for the new room to contain digitized historic materials of Raritan's history.

OLD BUSINESS: R. Rispoli reported that he researched fundraising and suggested a committee from amongst the Trustees be created to discuss fundraising ideas.

NEW BUSINESS: Due to a series of false fire alarms, the Board President stated that the Library's fire alarm system needs to be upgraded. Automatic Communications will install a new system which will bypass the phone lines.

The rise of healthcare costs needs to be examined for full-time Library staff.

RESOLUTIONS: R. Rispoli read three separate resolutions for re-appointments of the Library's auditor and the Library's attorney and also revisions to the Board's By-Laws.

Anne Marie Mead made a motion to retain the services of Nisivoccia, LLP during 2016 for an annual fee of \$5,300.00. Bruce Doorly seconded and the roll call was unanimous.

A. M. Mead made a motion to retain the services of Attorney Smith Curley at \$155.00 per hour for 2016. Mayor McMullin seconded the motion and the roll call was unanimous.

A.M. Mead made a motion to approve revisions to the Board of Trustees By-Laws, Mayor McMullin seconded and the roll call was unanimous.

R. Zack made a motion to adjourn at 9:30 pm, A. M.Mead seconded and the Board agreed unanimously to end the meeting.

The next Board of Trustees meeting will be held on Thursday, February 18th, 2016 at 7:00 pm.