



# Raritan Public Library

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July 20, 2017

The regular monthly meeting of the Raritan Public Library Board of Trustees was called to order at 7:00 pm by K. Seifert-Ethier, Board Vice President in the Board President's absence.

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, J. Fidacaro, A. Goetsch, S. Forte, M. Pryll, A. M. Mead, and M.J. Paese, Director. Absent: R. Rispoli and C. Torres.

K. Seifert-Ethier led the flag salute.

MINUTES: A. M. Mead made a motion to accept the minutes from the regular June 15th, 2017 Board Meeting, J. Fidacaro seconded the motion and a roll call was taken. All trustees approved except S. Forte and M. Pryll who abstained.

At 7:05 pm, guest speaker, Bill Schroeder of Nisivoccia, LLC (the Library's Auditing Firm) was present to explain parts of the Library's audit, undesignated fund balances and what constitutes a capital expense. The Director presented a spreadsheet listing capital projects completed in 2017 as well as future ones and potential capital assets. The Trustees would later in the meeting make some revisions to the list, and agreed the Plan should be completed for the next Board meeting. Bill Schroeder stated he would soon send the completed 2016 audit.

TREASURER'S REPORT: A.M. Mead made a motion to approve the July bills including Capital expenses, A. Goetsch seconded and the roll call was unanimous.

At 7:28 pm, S. Forte made a motion to go into Executive Session to discuss a Raritan Library staff member's request to become a full-time employee. A. Goetsch seconded the motion and the Trustees unanimously agreed to move into Executive.

At 7:52 pm, A.M. Mead made a motion to return to regular session, S. Forte seconded. The Trustees agreed that a letter would be mailed to the Library staff employee regarding their decision on this matter.

DIRECTOR'S REPORT: The Director reported that R. Rispoli received two quotes for cleaning the Library on a weekly basis and shared the information with the Trustees. The quotes were both higher than what Bob Sferra is asking as his new monthly service charge. Based on the quotes received and the fact that B. Sferra has not increased his fees in the last 5 years, the Trustees agreed to pay Bob Sferra his new monthly charge. A. M Mead made a motion to accept his increased monthly fee of \$575.00, J. Fidacaro seconded the motion and the roll call was unanimous.

The Director reported that she and Sammi Sherwin met recently with members of the Digital Library of New Jersey (DLNJ). The meeting was held in our new Community Room. The group agreed to keep the e-book/e-audiobook budget the same for 2018 which means no additional increase for our Library.

The Director was informed that a teacher from JFK Elementary School is questioning why our Library does not allow paid tutoring to take place at our Library. After the Trustees discussed the issue, they agreed to allow one-on-one private tutoring and to amend the current policy.

The Children's AWE Learning Station is no longer working. Since this computer is used a great deal, the Trustees agreed to replace it. Adele Goetsch made a motion to purchase a new one at \$2,750.00, S. Forte seconded the motion and the roll call was unanimous. This price includes two years of upgrades and a 3-year warranty.

Bob Sferra will be cleaning all carpets using a rotary and extraction method. His fee will be the same as the previous year other than a minimal increase in supplies.

Upcoming Programs/Events:

**August 3<sup>rd</sup> at 6:30 pm:** Antique Appraisal Show with Alan Snyder.

**August 8<sup>th</sup> at 2:00pm:** Movie Matinee: 42...The Jackie Robinson Story

**August 10<sup>th</sup> at 6:00 pm:** Glycerin Soap Making Class with Gayane.

COMMITTEE REPORTS: K. Seifert-Ethier stated that we are expecting a Strategic Plan wrap up session with Suzan Globus at the October Board Meeting. The next three-year plan will be forthcoming.

B. Doorly reported that, in the future, Bridgewater Library may possibly help with digitizing the old newspaper reels. The Board agreed to add the cost to digitize these rolls to the Capital Plan list. B. Doorly will also work on creating a children's program e-mail blast.

OLD BUSINESS: The Board and Director discussed further the Capital Expense Plan and created an itemized list of capital improvements.

The Director previously sent the Trustees information and pricing on two other library catalog systems. She also gave the Trustees information on upgrading Raritan Library's current system. After reviewing all three systems, the Board decided for now to upgrade the current one. With a newly released module available, the staff will have access to more detailed reports. In addition, patrons will also be able to renew materials on-line.

K. Seifert-Ethier mentioned that there is no link for our Library on the Borough's web-site. It was recommended she contact Eric Colvin at the Borough regarding this matter.

Adele Goetsch made a motion to adjourn the meeting at 8:50 pm, A.M. Mead seconded and the Board unanimously agreed.

The next Board of Trustees meeting will be held on Thursday, September 21<sup>st</sup>, 2017 at 7:00 pm.