



Raritan Public Library

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June 15, 2017

The regular monthly meeting of the Raritan Public Library Board of Trustees was called to order at 7:00 pm 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, K. Seifert-Ethier, B. Doorly, J. Fidacaro, C. Torres, A. Goetsch, A. M. Mead, and M.J. Paese, Director. Absent: S. Forte and M. Pryll.

R. Rispoli led the flag salute.

MINUTES: A. M. Mead made a motion to accept the minutes from the regular May 18th, 2017 Board Meeting, K. Seifert-Ethier seconded the motion. All trustees approved except A. Goetsch, who abstained.

TREASURER'S REPORT: A.M. Mead made a motion to approve the June bills including Capital expenses, B. Doorly seconded and the roll call was unanimous. The Trustees were pleased with the new, more detailed spending report created by the Library's bookkeeper.

DIRECTOR'S REPORT: The Director reported that Raritan Library received a \$4.00 check from the State representing monies collected from taxpayers who donated to a Local Library Support Fund on their 2017 Income Tax Form. The Fund was divided amongst Municipal and County Libraries in New Jersey.

The Director handed out Library statistics to the Board which she had presented to Mayor McMullin and Councilman McGinley at the previous day's Borough/Library Meeting.

The Director mentioned that she applied for an ALA membership for all trustees.

The Director reported that Bob Sferra is requesting a \$175.00 increase in his monthly service rate due to the extra work in the new Community Room and to cover several years of cost of living increases. After much discussion, the Trustees agreed to offer Bob Sferra a \$100 increase. If B. Sferra can justify the entire increase, he should present it to R. Rispoli who will then bring it back to the Board.

The Director announced that Sammi Sherwin, Library assistant and cataloguer, is retiring. Her position encompasses front desk work, cataloguing materials and ordering e-books.

The Library will need to create a new Strategic Plan for 2018 through 2020. Per the NJ State Library, the Library's current plan cannot be extended. Suzan Globus, who helped create our current plan, will come back to review progress made. The Trustees discussed having Ms. Globus attend the October 19th Board Meeting.

Upcoming Programs/Events:

July 11th at 2:00pm: Movie Matinee “Grease” and Ice Cream Social.

July 13th at 6:00pm: Sunflower Deco Mesh Wreath Class with Michele Liana.

July 24th from 6:00pm to 7:30pm: hoopla Open Training Session: Getting Connected to hoopla.

July 25th at 2:00pm: Gentle Chair Yoga with Breda Ryan-Blake.

PRESIDENT’S REPORT:

Status of Library Expansion: R. Rispoli reported that the last brick wall was constructed by Sacchitelli Landscapers. A bike rack will soon be installed. The Library’s roof will be soft washed and protected with stain.

COMMITTEE REPORTS: K. Seifert-Ethier reviewed topics discussed at the joint meeting with the Mayor and Councilman Robert McGinley. The Director presented metrics and Konstanze shared actions of our Strategic Plan with them. K. Seifert-Ethier stated it was a positive meeting with reciprocal dialogue.

As a possible capital project, B. Doorly discussed digitizing 150 rolls of microfilm of local newspapers from 1823 to 1949. Bridgewater Library owns the films. Based on the cost, the Board asked whether other libraries would share in the expense.

OLD BUSINESS: The Board agreed that R. Rispoli should send the Meeting Room Policy Draft to the Library’s attorney for final review. Once approved by the attorney, the Meeting Room Policy will be added to the Library’s Patron Policies.

NEW BUSINESS: The Director handed the Trustees a packet from LMAX (Middlesex Libraries) describing their cataloguing system. The Board is considering upgrading the Library’s current system. The Director stated she will get additional pricing and investigate whether we can upgrade our Follett/Destiny software program.

The Trustees recommended R. Rispoli ask the Library’s Auditor for guidelines as to what constitutes a capital expense. The Director will present a list of projected capital expenses at the next Board Meeting.

C. Torres agreed that she would promote our Library at the upcoming town picnic.

A.M. Mead made a motion to adjourn the meeting at 8:51pm, C. Torres seconded and the Board unanimously agreed to end the meeting.

The next Board of Trustees meeting will be held on Thursday, July 20th, 2017 at 7:00 pm.