



Raritan Public Library

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March 15th, 2018

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 President. 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, C. Torres, B. Doorly, A. Goetsch, M. Pryll, J. Fidacaro, and M.J. Paese, Director. Absent: U. Agrawal, A. M. Mead.

K. Seifert-Ethier led the flag salute.

MINUTES: A. Goetsch made a motion to approve the minutes of the February 15th, 2018 Board Meeting, M. Pryll seconded the motion and the roll call was unanimous.

TREASURER'S REPORT: A. Goetsch made a motion to approve the March bills including capital expenditures, C. Torres seconded and the roll call was unanimous.

DIRECTOR'S REPORT: The Director discussed a quote from the 4th landscaping company (FTS) with the Trustees. FTS provided the lowest price and seemed very accessible by phone and e-mail. The Board agreed to hire the services of FTS and to make a resolution later in the meeting.

Children's Librarian, Kristen Brooks, reported to the Director that she will be taking maternity leave in August and plans to return in February 2019. The Director read a letter she wrote to the Board regarding her leave. An advertisement will be placed in May for Kristen Brooks' full-time substitute position.

The Director is waiting for estimates for renovating the public bathrooms. Several companies, upon visiting our site, recommended we try out pressure assisted flushing toilets before altering the plumbing. VIP Plumbing gave a price to replace both toilets with pressure assisted ones for \$1,500.00. The Board asked the Director to get two more quotes for changing the toilets.

The Director handed the Trustees a copy of the Snow Plow Agreement between the Library and the Borough. The Board discussed what to do in the situation where the Library may be delayed in opening after a large snow storm. It was recommended that the Director contact Public Works to find out if the Library would be cleared for a 10:00 am opening time.

The Director asked if the Library should close on Saturday, March 31st to create a long holiday weekend as it did in the past. The Trustees agreed to the closure.

The Director purchased a few books titled "Images of Raritan" to donate to the upcoming 70th Anniversary Celebration.

Upcoming Programs/Events:

Tuesday, March 20th: A special matinee showing of the movie: King of Kings

Tuesday, April 10th: Two viewings (matinee and evening) of the movie "Wonder" based on the best-selling book.

Thursday, April 12th: Spring Silk Floral Arranging Class

Wednesday, April 25th: RPL's 6th Annual Poetry Celebration Night for adults and children.

Guest poet, James B. Nicola, will read from his published works.

PRESIDENT'S REPORT: K. Seifert-Ethier questioned if the updated Megan's Law list was e-mailed. It is pending. A fourth quote was received for landscaping. K. Seifert-Ethier reported that we are continuing with options and quotes for bathroom renovations. Letters were sent to the Borough about lease renewal and bathroom renovations. Mayor McMullin will meet with Board representatives about bathrooms before the lease is renewed. A discussion was held about the open Board seat.

COMMITTEE REPORTS:

Strategic Planning Committee is moving along on goals and objectives for the next three years.

A SWOT analysis was e-mailed to the Board, staff and assorted others to complete.

Finance Committee did not meet.

Personnel Committee had a meeting to slightly revise the evaluation form before review.

Public Relations Committee reported that newsletters were e-mailed out.

OLD BUSINESS: Trustees who haven't done so need to take the on-line training courses. The commemoration for Ron Rispoli is tentatively set for 8:00 pm on April 19th. A clock has been chosen and will be ordered. Raritan Library will be represented at the 70th Anniversary on May 5th, 2018.

NEW BUSINESS: None

RESOLUTIONS:

2018-03-003: Library Landscaper: A motion was made by A. Goetsch to retain FTS from March 1, 2018 through November 30, 2018 for landscape services in the amount of \$2, 835.00 or \$315.00 per month. The motion was seconded by J. Fidacaro and the roll call was unanimous.

PUBLIC COMMENTS: There was one public comment.

C. Torres made a motion to adjourn the meeting at 8:15 pm, M. Pryll seconded and the Board unanimously agreed.

The next Board of Trustees meeting will be held on April 19th, 2018 at 7:00 pm in the Library.