



# Raritan Public Library

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March 17<sup>th</sup>, 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, K. Seifert-Ethier, A. Goetsch, A. M. Mead, Bridgewater-Raritan Superintendent Alternate, Mayor Charles McMullin, and M. Paese, Director. **Absent:** S. Forte, J. Boyle, and R. Zack.

R. Rispoli led the flag salute.

At 7:02 pm, A. M. Mead made a motion to go into Executive Session to discuss and review the hiring of the candidate for the temporary Children's Librarian position. Mayor McMullin seconded the motion and the roll call was unanimous.

At 7:15pm, the Board of Trustees resumed to the regular meeting. In Executive Session, the Trustees unanimously voted to hire Kristen Brooks as the temporary Children's Librarian in Amy Seymour's absence.

**MINUTES:** A. M. Mead made a motion to approve the minutes from February 18<sup>th</sup>, 2016 meeting, K. Seifert-Ethier seconded and the roll call was unanimous.

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

**DIRECTOR'S REPORT:** The County removed all the broken lighting from the Library's front walkway. The Director brought the broken lights to Storr Tractor Company and they replaced them with the eight new Kichler fixtures. The replacements will soon be installed.

Action Electric installed a new sensor light on the outside of the Children's Room exit door. Some small carpentry repair work needs to be done where the old fixture was removed. Barrett Carpentry will make the repairs.

#### **UPCOMING PROGRAMS:**

March 19<sup>th</sup>: is Makers Day. Amy Seymour visited JFK School and spoke to the students during recess to promote the children's programs on that day. Additionally, the event was e-blasted to the students.

April 20<sup>th</sup>: the Library will hold its 4<sup>th</sup> annual Poetry Celebration. Those who submitted poetry for the anthology will be invited to read their submissions on that night.

April 23<sup>rd</sup>: the Raritan Historic and Cultural Committee will present a Historic Walking Tour. This year's tours (both a morning and an afternoon tour) will encompass the east side of town and will begin at the Library.

**PRESIDENT'S REPORT:**

Status of Library Expansion: R. Rispoli reported that ads were placed in the Courier News and the Star Ledger for bids. On April 14<sup>th</sup>, bids will be opened at the Borough Hall.

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

Status of Library Electrical System: R. Rispoli reported that, to date, the Town Engineer is still waiting for bids to come in for the Library's electrical repair work. Three contractors did not respond. The Mayor suggested that he have a three-way conversation with the Board President and the Town Engineer regarding the delays on the electrical repair project.

Status of Repairs to Rear Entrance Ramp: The new railings should be installed around May 21<sup>st</sup>.

R. Rispoli reported that he was told the Borough Council wants the proposed strategic plan joint meeting to be held at the Borough Hall rather than at the Library and that the Borough Council wants it to be televised. The Mayor suggested having two meetings; one at the Municipal building and another at the Library.

A lengthy discussion ensued and a consensus was made by the Trustees to attend the first joint meeting at the Borough Hall.

**COMMITTEE REPORT:** K. Seifert-Ethier commented that there has been a lack of communication with regards to the action items of the strategic plan.

Mayor McMullin stated that the Borough Council wants credibility for the capital building expenditures on the building expansion.

The Board agreed to do a mock meeting before the actual one takes place with the Council. The meeting should occur when the Board has prepared the topics (for example, the Library's statute and capital building expenditures) for discussion.

B. Doorly mentioned that the Historical Committee would be meeting at the Library to learn how to scan their documents.

**OLD BUSINESS:** R. Rispoli reported, that by next month's meeting, performance reviews would be done on all staff members.

Mayor McMullin reported that the Borough would take care of snow removal for the Library in the future.

R. Rispoli will have an addendum created to the lease agreement regarding snow removal.

A policy manual needs to be created in the future. The Library Director and Board President will make a joint decision for emergency/inclement weather closings.

**NEW BUSINESS:** Mayor McMullin suggested that Ron speak with the Library's auditor regarding the Library's budget and how the Library's monies are allocated.

**RESOLUTION:** R. Rispoli read a resolution (2016-03-004) for the transfer of 2015 excess funds to the Library's Capital Account fund. A. M. Mead made a motion to pass the resolution, B. Doorly seconded the motion and the roll call was unanimous.

Mayor McMullin made a motion to adjourn at 9:25 pm, A.M. Mead seconded and the Board agreed to end the meeting. The meeting was reopened at 9:25pm so R. Rispoli could present Sacchitelli Landscaper's contract. At 9:30pm, the Board once again agreed to close the meeting.

The next Board of Trustees meeting will be held on April 21st, 2016 at 7:00 pm.