



# Raritan Public Library

---

54 East Somerset Street  
Raritan, New Jersey 08869  
Phone: (908) 725-0413  
Fax: (908) 725-1832

June 16, 2016

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, B. Doorly, R. Zack, S. Forte, J. Boyle, K. Seifert-Ethier, A. Goetsch, A. M. Mead, J. Fidacaro, Mayor Alternate and M. Paese, Library Director.

R. Rispoli led the flag salute.

At 7:02 pm, A. M. Mead made a motion to go into Executive Session to finalize discussion of annual salary increases for the Library staff. S. Forte seconded the motion and the roll call was unanimous.

At 8:10 pm, the Board of Trustees returned to regular session. R. Rispoli reported that the Board of Trustees approved raises in Executive Session. S. Forte made a motion to give a 3.25% raise to the Library Director, a 3% raise to the full time staff and a 50 cent per hour raise to the part-time staff retroactive to January 1<sup>st</sup>, 2016. A. M. Mead seconded the motion and the Board voted unanimously.

MINUTES: A. M. Mead made a motion to approve the minutes from the May 19<sup>th</sup> Board Meeting, S. Forte seconded and the roll call was unanimous.

TREASURER'S REPORT: A. M. Mead made a motion to approve the June bills including Capital expenditures, J. Boyle seconded the motion and the roll call was unanimous.

DIRECTOR'S REPORT: The Library staff has been relocated up to the 900's room and the computer and phone lines have been reconnected. Automatic Communications will install a wireless panic button at one desk.

3M is in the process of moving our e-book inventory to their Cloud. This transition should be completed around the end of July.

The Director reported that a Trustee Institute will be held on Saturday, September 10<sup>th</sup> at the Holiday Inn in East Windsor, New Jersey. Attending trustees will receive CE credits which count toward State Aid requirements. Interested participants need to register by September 1<sup>st</sup>, 2016.

The Library's annual audit will be completed at the end of June.

Edge Property Maintenance will begin the expansion project on June 20<sup>th</sup> at 7:00am.

## Upcoming Programs/Events:

July 5<sup>th</sup>: Movie Night: The Library will be showing the 1955 classic "Rebel Without a Cause".

July 14<sup>th</sup>: A guide from the Battleship New Jersey will be presenting a virtual tour of the Navy ship through a slide show. The Battleship Museum is also lending Raritan Library 17 artifacts to put on display during July and August.

July 28<sup>th</sup>: Inspirational speaker, author and educator, Diane Lang, will present a workshop on "Decluttering One's Life".

Last month's movie presentation of "Brooklyn" had the most attendees for this type of program with 45 adults. An afternoon matinee was created in addition to a night viewing to accommodate all the registrants.

Sixty-six kindergarteners visited our Library on June 3<sup>rd</sup>. Their trip to our historic building was a successful event.

**PRESIDENT'S REPORT:**

Status of Library Expansion: R. Rispoli reported that he and the Director will be meeting with 3 vendors for the interior furnishings of the new space. R. Rispoli discussed purchasing stackable type chairs and tables which fold and have charging capabilities. The room will have museum cases, a kiosk and a lectern.

Status of the Library Electrical System: The Electrician is coordinating with PSE&G and is applying for permits.

Buy A Paver Program: The Contractor (Edge Property Maintenance) will be purchasing the pavers. The engraver will need a month to do their work.

Handicapped Railings: A fitting was performed. As soon as the railing is installed, the Library will hire a contractor to resurface the concrete.

**COMMITTEE REPORTS:** (Strategic Planning) K. Seifert-Ethier reported on the progress of the Strategic Plan. R. Rispoli will send out a review of the lease agreement to the BOT members. At next month's meeting S. Forte and the Director will discuss the Library's budget.

The Director discussed with the Trustees a metric sheet on the Maker's Day event in March. She stressed the importance of the Library/JFK School relationship.

J. Boyle stated that 10 percent of the JFK third graders participated in the Library Scavenger Hunt.

J. Fidacaro spoke about the Friends Group, the upcoming book sale and their need to advertise for more members to join. J. Boyle offered to advertise for the Friends at JFK.

B. Doorly mentioned that his next article in the Breeze will be about the old newspapers at the Library. The 1937 Newspapers have been scanned and will be put in a binder. Other years will follow.

**OLD BUSINESS:** R. Rispoli stated he needs the revised lease agreement signed and returned from the Mayor. J. Fidacaro mentioned that she gave the agreement to Mayor McMullin.

**NEW BUSINESS:** J. Boyle stated he thought it would be beneficial if the kindergartners are able to get a library card. R. Rispoli recommended revising the Library's patron policy at the next meeting.

J. Boyle mentioned that ESL Night at the Library will be postponed to after the Back-to-School Night.

**PUBLIC COMMENTS:**

Helen Esmond remarked on how civil this meeting was compared to past ones she attended.

S. Forte made a motion to adjourn the meeting at 8:54 pm, J. Boyle seconded and the roll call was unanimous.

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