



Raritan Public Library

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July 21, 2016

The regular monthly meeting of the Raritan Public Library Board of Trustees was called to order at 7:07pm 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, K. Seifert-Ethier, A. Goetsch, and M. Paese, Library Director.

Absent: S. Forte, J. Boyle, A. M. Mead, J. Fidacaro, Mayor Alternate.

R. Rispoli led the flag salute.

MINUTES: R. Zack made a motion to approve the minutes from the regular June 16th Board Meeting, B. Doorly seconded and all approved.

A. Goetsch made a motion to approve the minutes from the June 16th Executive Meeting and K. Seifert-Ethier seconded the motion. All approved.

TREASURER'S REPORT: B. Doorly made a motion to approve the July bills including Capital expenditures, R. Zack seconded the motion and the roll call was unanimous.

DIRECTOR'S REPORT: The Library's audit is near completion. The Director handed out a copy of the Proposed Transfer Form to the Trustees. R. Rispoli explained line by line the calculations to the Board.

Safe Haven of Raritan will be installing new firewall protection to separate the staff computers from the patrons. This will ensure that no one can hack into our systems.

On August 9th, our entire e-book collection will be migrated over to the 3M Cloud Library. Raritan Library will host two e-book orientations on September 19th to help e-book patrons connect their devices to the 3M system.

The Staff has agreed to keep their office upstairs in the 900's Room. Books will be moved down to the back space once construction is complete. This will make it easier for patrons to access these materials.

Upcoming Programs/Events:

To coincide with this year's summer reading theme, the Library is hosting two programs to encourage healthy and stress-free living.

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

August 11th: Dogwood Farms of Hillsborough (Duke Gardens) will present a program on organic farming and its impact on the environment.

Adults and children who participate in the Summer Reading Program will have the opportunity to win beautiful prize baskets.

On August 4th, local historian Donald Esposito will give a talk and slide show presentation on how the General John Frelinghuysen Home was restored over 40 years ago to become the present-day Raritan Public Library and the John Basilone Museum.

A teen/YA group has started a Toastmaster's workshop at our Library on Tuesday nights.

PRESIDENT'S REPORT:

Status of Library Expansion: R. Rispoli reported that construction is progressing quickly. Two vendors will be giving proposals for the furniture, cases, kiosks, and lectern. Some items will be purchased through a State Contract which will be cost saving. The A/C units were moved.

Status of the Library Electrical System: Action Electric is expected to begin work soon. The Library most likely will be closed for one day while the electric power is switched over to the new panel.

Buy A Paver Program: Pavers will be sent to Paverart for engraving in early August.

Handicapped Railing: The railing is complete. The older railings will be painted to match the new ones once the concrete sidewalk coating is done.

COMMITTEE REPORTS: (Strategic Planning) The Director read a summary/overview to the Trustees about the Library's budget and funding. This will be reviewed at the next meeting with S. Forte. K. Seifert-Ethier will collect and bullet point the components for discussion. The Director will bring Library metrics to the next meeting.

B. Doorly stated that an 11" x 17" printed copy was made of the 1937 Raritan Valley Newspapers. He is not happy with the quality of the black and white copy. Color copying would be very costly.

B. Doorly will bring a budget to the next meeting for the kiosk and its display.

OLD BUSINESS: (Snow Removal)

As soon as R. Rispoli receives the signed document from Mayor McMullin regarding the change to the Lease Agreement, he will send it to the Library's lawyer for revision.

NEW BUSINESS: (Change to Patron Policy)

K. Seifert-Ethier made a motion to revise the Library's Patron Policy to allow kindergarteners to get a library card, R. Zack seconded the motion and all were in agreement.

RESOLUTION: (2016-7-007)

R. Rispoli read a Resolution to increase funding to the Capital Account in the amount of \$20,000 for designated improvements. B. Doorly made a motion to approve the Resolution, K. Seifert-Ethier seconded the motion and the roll call was unanimous.

PUBLIC COMMENTS:

Helen Esmond asked if the Library could get security cameras on the inside of the building.

R. Rispoli stated it would be difficult to monitor them. She also asked whether the construction plans are available for patrons to see. The Director mentioned that there is a set of plans at the circulation desk.

R. Zack made a motion to adjourn the meeting at 8:05 pm, A. Goetsch seconded and the roll call was unanimous.

The next Board of Trustees meeting will be held on Thursday, August 18th, 2016 at 7:00 pm.