



Raritan Public Library

September 15th, 2016

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The regular monthly meeting of the Raritan Public Library Board of Trustees was called to order at 7:00pm by Ron 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, K. Seifert-Ethier, A. Goetsch, J. Fidacaro, M. Pryll and M. Paese, Library Director.

Absent: A. M. Mead, S. Forte, and R. Zack.

R. Rispoli welcomed Megan Pryll as new trustee. R. Rispoli led the flag salute.

R. Rispoli reported that going forward the Statement of Public Notice on the Agenda and the Statement read at the start of each Board Meeting will include verbiage that the dates of Board Meetings are also posted on the Library's website.

MINUTES: B. Doorly made a motion to approve the minutes from the August 18th Board Meeting, J. Fidacaro seconded the motion. All approved except K. Seifert-Ethier and M. Pryll, who abstained.

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

R. Rispoli explained the Capital bills and anticipated Capital expenditures to the Board. He showed shop drawings for interior finishes of the new addition.

DIRECTOR'S REPORT: Amy Seymour just informed the Director that she will not be returning from Maternity Leave to resume her position as Children's Librarian. Kristen Brooks, who has been Amy's replacement, stated she is interested in the full-time position but would like more information on the salary and benefits offered.

At 7:18 pm, K. Seifert-Ethier made a motion to go into Executive Session to discuss the personnel issue further, B. Doorly seconded the motion and the roll call was unanimous.

At 7:26 pm, the Board moved back to regular session. The Trustees unanimously voted to hire K. Brooks as the new Children's Librarian if she accepts their offer.

Tom D'Amico from Somerset County Cultural and Heritage Commission stopped by the Library to locate a place to install a permanent interior plaque regarding funding which has been given to our Library for various restoration projects over the years. It has been decided to install the marker on the brick wall of the stack room along with the other plaques. Mr. D'Amico also asked if our Library would be interested in having a permanent free standing high quality historic marker put up in the front yard of the Library. The County would acquire funding for the cost and the sign would be owned by them. The Trustees were favorable to the historic marker but would like input to the writing on the marker and placement of it at the Library. The Director would contact Dan Jaxel about the marker.

The Director showed the Board samples of the interior finishes for the new room, including carpet, table and chair samples.

Upcoming Programs/Events:

September 18th: Raritan Library will be open prior to the 35th Annual John Basilone Parade.

October 8th and October 9th: Raritan Library is participating in Somerset County's Weekend Journey Through the Past. Tours of the Frelinghuysen Home will be given on both days.

October 13th: Movie Night: 1951 classic: "An American in Paris".

October 27th: Frankenstein: a one-man play performed by Greg Oliver Bodine of the North Shore Theatre Group.

PRESIDENT'S REPORT:

Status of Library Expansion: R. Rispoli reported that construction is moving along. Edge Property is currently working on the roof.

Status of the Library Electrical System: Action Electric has completed their part of the project. PSE&G should connect the new service in October.

Buy A Paver Program: R. Rispoli delivered the pavers to the engraver: Paver Art.

Handicapped Railing: R. Rispoli is waiting for a quote from Precision for the sidewalk coating.

BOT Paver for Fire Department Tricky Tray: S. Forte will work on this.

COMMITTEE REPORTS: (Strategic Planning) K. Seifert Ethier reported that she is working on putting together a power point presentation with the information she has collected. She started to create talking points for the upcoming meeting between the Council and the Board. When finished, K. Seifert-Ethier will send them to the Trustees for review.

R. Rispoli asked M. Pryll to consider helping with the ESL plans for the Library.

The Director presented 2014 and 2015 Library Metrics to the Trustees so they could compare and discuss the statistics.

Bruce Doorly reported that monthly e-news are sent out with Library events. Bruce also discussed his finding an HP Pavilion 27inch all-in-one touch screen computer for the new community room kiosk. R. Rispoli suggested getting anti-theft cable locks for the computer. K. Seifert Ethier asked if the computer screen could be viewed vertically as well as horizontally. B. Doorly stated he would look into the cost of purchasing one with a rotating view.

OLD BUSINESS:

R. Rispoli stated that Mayor McMullin would sign off on the lease agreement once the Board develops an emergency/inclement weather closing procedure for the Library. He asked the Trustees to develop a plan. The Board decided to no longer follow BRSD closings. Instead the Library will follow the Borough's closings but with the option of having a delayed opening. This will be added to the Employee Manual. Ron Rispoli suggested informing patrons of this change in policy on our web-site.

NEW BUSINESS:

The Library's audit was reviewed by the Board of Trustees.

R. Rispoli read a summary of Library Laws which he created after attending the Trustee Institute. He discussed the Laws with the Trustees.

PUBLIC COMMENTS:

Tom Brown asked whether the Library's Treasurer is bonded. He believes it is a law that anyone who signs the checks has to be bonded. R. Rispoli stated he will inquire with the Library's lawyer.

Adele Goetsch made a motion to adjourn the meeting at 8:48 pm, J. Fidacaro seconded and the roll call was unanimous.

The next Board of Trustees meeting will be held on Thursday, October 20th, 2016 at 7:00 pm.