



Raritan Public Library

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September 20th, 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, J. Fidacaro, A.M. Mead and M. Paese, Director. Absent were U. Agrawal and M. Pryll.

K. Seifert-Ethier led the flag salute.

TRUSTEE TRAINING: The trustees viewed a 10 minute 'Short Take' from the American Library Association on "What It Means to Be a Trustee" and received a handout guide for the session.

MINUTES: A. M. Mead made a motion to approve the minutes of the August 16th, 2018 Board Meeting, A. Goetsch seconded the motion. All members approved except C. Torres who abstained.

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

DIRECTOR'S REPORT:

- The Director discussed with the Board the hiring of a part-time IT person for the Library. The Board approved the job description she created. The position will now be advertised on-line. The Personnel Committee will meet with the Director to discuss possible candidates for the interview process.
- Library Assistant, Donna Lapadula, has been out for several weeks due to illness. Coverage has been found.
- A 5th Museum Pass Program to the USGA Museum in Liberty Corner, NJ has been added. The pass allows up to four people to enter for free.
- The Director reported that over 3,600 (6'x9') postcards were mailed to Raritan residents through "Every Door Direct Mail". Several "Friends" members and staff helped the Director to sort the cards into 6 postal routes. Additional cards were mailed to the postal boxes at the Post Office. The Board President had helped to create the cards.
- The Director is working on creating a pamphlet listing downtown businesses in Raritan who will be giving a special discount to our patrons when they show their Library card. The pamphlet will be ready for distribution before the next Board Meeting.
- The Library is getting ready for John Basilone Weekend. We expect a good turn-out for the Belle Tones Concert.

Upcoming Programs/Events:

Sept. 27th: Evening showing of the film "Chappaquidick"
October 2nd: Matinee movie: "Won't You Be My Neighbor", a film about Mr. Rogers
October 4th: "Tea For Three", a play, starring Emmy-Award winning actress Elaine Bromka as three presidential wives: Lady Bird Johnson, Pat Nixon and Betty Ford
October 11th: Halloween Tulle Wreath with Michele Liana
October 13th and October 14th: Somerset County Weekend Journey Through the Past with special fife performance by Erik Lichack and an 18th Century Fashion Demonstration by Eliza Vincz on October 14th. This program is paid in part by the Somerset County Cultural and Heritage Commission.

PRESIDENT'S REPORT:

- K. Seifert-Ethier stated that now that the audit is reviewed and approved the financial summary will be posted on the Library's website for one month.
- The PR postcards were mailed and received. They came out great.
- Community outreach continues with Back-to-School Night. The Library will have a table and our Children's Librarian will attend. Postcards will be available and several slides will be shown revealing what we offer to the public. Our Children's Librarian will also participate in the Borough's Halloween festivities.
- J. Fidacaro and K. Seifert-Ethier will attend the upcoming Trustee Seminar in East Windsor, New Jersey.
- There was a discussion of mandatory attendance by board members at Library events. A discussion followed.
- The Strategic Plan with SWOT analysis needs to move forward. A facilitator will be brought in, hopefully during the next two board meetings to help with the process.

COMMITTEE REPORTS:

Strategic Planning Committee: No meeting

Finance Committee: No meeting

Personnel Committee: Will be available to meet with IT candidates

Public Relations Committee: B. Doorly will send out the e-newsletter. Postcards were completed.

OLD BUSINESS: New tech position was discussed. Fall Library PR activities were accomplished with postcard mailings.

Adele Goetsch asked about signage for the front of the Library.

NEW BUSINESS: JFK Back-to-School Night is in place with table, presentation, and information.

PUBLIC COMMENTS: There was one public comment.

ADJOURNMENT: At 8:17 pm, a motion was made by C. Torres to adjourn the meeting, J. Fidacaro seconded and the Board unanimously agreed.

The next Board of Trustees meeting will be held on October 18th at 7:00 pm in the Library.