



Raritan Public Library

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August 20th, 2020

The regular monthly meeting of the Raritan Public Library Board of Trustees was called to order at 7:00 pm by Don Esposito, Board President. This meeting was held virtually via Zoom due to the COVID-19 Pandemic. Don Esposito read a statement that the meeting was duly publicized and it was called pursuant to provisions from the Open Public Meeting Law.

MEMBERS PRESENT: D. Esposito, J. Fidacaro, A. Goetsch, M.P. Gausz, J. Foohy, L. Hnasko, A.M. Mead, Z. Bray and M. Paese, Director. Absent: U. Agrawal.

D. Esposito led the flag salute.

MINUTES: J. Fidacaro made a motion to approve the minutes from the July 16th, 2020 Board Meeting, A. Goetsch seconded the motion. Everyone approved except Z. Bray who abstained.

TREASURER'S REPORT: A. Goetsch made a motion to approve the August bills, J. Foohy seconded and the roll call was unanimous.

DIRECTOR'S REPORT:

- A finalized copy of the Library's annual audit is ready for the Board to look over. The Director will e-mail it to the Trustees. Hard bound copies will arrive at a later date.
- The Library's fire extinguishers were recently approved during its annual inspection.
- The staff has been working on retrieving materials checked out prior to the Library's closure in March. More than half of all late items have been returned so far.
- The Director received two other quotes for duct cleaning and disinfecting. In addition to the first estimate of \$4,500 from Tri-State, she received quotes for \$2,470 from Consolidated Environmental (who has previously done work at our Library and for the Borough) and \$5,559 from Enviro Pro Technology. There is a possibility this work can be reimbursed through the (Covid-19) CARES ACT.

M. P. Gausz made a motion to approve that Consolidated Environmental perform the duct cleaning work, A. Goetsch seconded and the roll call was unanimous.

- Langhorne Carpet will be sending the Library a full-scale design of the replacement carpet which we will need to approve before the company will go ahead with fabrication.
- Kristen Brooks will be leaving her position at the end of August. Mary Matteo will be taking her hours.
- The Director reported the need for hiring a replacement for a Children's Librarian. Further discussion on this matter will be held in "New Business".
- The Library is now offering The Star Ledger and USA Today newspapers online.
- E-blasts are sent out listing the Library's online programming: bi-monthly yoga classes, children story-times, craft classes, 3 D tutorials, and a special program for children on recycling.

PRESIDENT'S REPORT: D. Esposito reported that he will look into getting screens for the windows in the stack room. The Board President also mentioned that the Library has many discarded and donated books to dispose of which are stored in the basement.

COMMITTEE REPORTS: The Personnel Committee previously met to consider expanding "porch-side pickup" hours and having the staff return to their normal business hours. After a discussion with the other Trustees, J. Fidacaro made a motion to expand the hours beginning September 1st, L. Hnasko seconded and the roll call was unanimous.

OLD BUSINESS: As of this date, Somerset County Weekend Journey Through the Past will still take place with a combination of virtual and inside tours under health regulations. The Board agreed that the Library could hold an outdoor music program for this special annual event.

NEW BUSINESS: The Trustees discussed the hiring of a new Children's Librarian. The Personnel Committee agreed to meet with the Director to discuss this matter further.

PUBLIC COMMENTS: None

ADJOURNMENT: At 7:32 pm, a motion was made by A. M. Mead to adjourn the meeting, seconded by A. Goetsch. The roll call was unanimous.

The next Board of Trustees meeting will be held virtually (via Zoom) on September 17th, 2020 at 7:00 pm.