



Raritan Public Library

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February 21st, 2019

The regular monthly meeting of the Raritan Public Library Board of Trustees was called to order at 7:01 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, J. Fidacaro, B. Doorly, A. Goetsch, U. Agrawal, D. Esposito, M. P. Gausz, A.M. Mead (BOE), and M. Paese, Director.

K. Seifert-Ethier led the flag salute.

MINUTES: A. Goetsch made a motion to approve the minutes of the regular and executive sessions of the January 17th, 2019 Board Meeting, J. Fidacaro seconded the motion. The roll call was unanimous.

TREASURER'S REPORT: A. M. Mead made a motion to approve the February bills, M. P. Gausz seconded and the roll call was unanimous.

2019 BUDGET: After a discussion of the 2019 proposed budget, A. M. Mead made a motion to approve the budget, seconded by A. Goetsch, and the roll call was unanimous.

EXECUTIVE SESSION: At 7:14 pm, a motion was made by D. Esposito and seconded by A. M. Mead to enter executive session to discuss the hiring of the children's librarian. A motion was made to hire Carol Spicer for this position by D. Esposito, seconded by A. M. Mead and the roll call was unanimous. At 7:23 pm, A. M. Mead made a motion to return to regular session, seconded by D. Esposito.

DIRECTOR'S REPORT:

- R. Wales trained all part-time staff members and kept a report of his training sessions.
- The Director informed the part-time employees that beginning February 26th they can take sick pay based on the number of hours they work.
- The banned individual recently called the Library requesting that he be allowed to return to the Library. He stated he is sending a letter to the Board.
- The Director is working on entering statistics on the NJ State Library's annual survey.
- An e-mail was forwarded to the trustees regarding upcoming trustee workshops which the Board members can participate in.
- The Director received two quotes for renovating the 2 public bathrooms. She gave background information on previous bids that were received in 2018 for the same project.

The recent estimates are from Monk's Kitchen and Bath Design and from Barrett Custom Carpentry. After a discussion of the two companies and their quotes, A. Goetsch made a motion to hire Barrett Custom Carpentry with a not to exceed price of \$15,000, J. Fidacaro seconded the motion and the roll call was unanimous.

Upcoming Programs:

Thursday, March 7th at 6:30 pm: Air plant Terrarium Class: 2nd class due to popularity.

Thursday, March 14th at 6:30 pm: LinkedIn workshop hosted by Donnella Tilery.

Saturday, March 23rd from 10:00 am until 3:00 pm: 5th Annual Makers Day event with five programs including Bricks4Kidz children's workshops for two age groups, an all-day 3 D key chain workshop, a button making workshop, and an adult origami flower making class.

PRESIDENT'S REPORT: K. Seifert-Ethier proposed retaining the current landscaper. A resolution will follow. A town wide yard sale will be held by the "Friends of the Raritan Library" along with the JFK PTO. The profits will be split between the two organizations. The sale is set to be held in May. The personnel committee will begin the review process. The strategic work plan was discussed and will be sent to Suzan Globus. Suzan will complete the plan.

RESOLUTION: 2019-02-001: Library Landscaping: A. M. Mead made a motion to retain the services of FTS Landscaping from 3/1/2019 through November 30th, 2019 for a total contract of \$2,835.00. M. P. Gausz seconded the motion and the roll call was unanimous.

COMMITTEE REPORTS: None, but Personnel Committee will meet to discuss Director's performance review.

OLD BUSINESS: The Strategic work plan will be sent to Suzan Globus.

NEW BUSINESS: None

PUBLIC COMMENTS: None

ADJOURNMENT: At 8:00 pm, a motion was made by A. Goetsch to adjourn the meeting, Ann M. Mead seconded and the Board unanimously agreed.

The next Board of Trustees meeting will be held on March 21st, 2019 at 7:00 pm in the Library.