



Raritan Public Library

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June 18th, 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. D. Esposito read a statement that the meeting was duly publicized and that the meeting was called pursuant to provisions from the Open Public Meeting Law.

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

D. Esposito led the flag salute.

MINUTES: A.M. Mead made a motion to approve the minutes from the May 21st, 2020 Board Meeting, Z. Bray seconded the motion. The roll call was unanimous.

TREASURER'S REPORT: A. M. Mead made a motion to approve the June bills, L. Hnasko seconded and the roll call was unanimous.

DIRECTOR'S REPORT:

- On June 12th, Governor Murphy announced that libraries in our State will be able to offer curbside pick-up to our patrons. At this time, libraries will remain closed to the public.
- The Director created a set of policies and instructions for curbside pick-up which she previously emailed to the Board for review. The policies will be discussed and voted on in 'New Business'.
- The Library's alarm system was tested by Automatic Communications. All smoke and carbon monoxide detectors and security cameras are in good working order.
- Stryker Electric serviced our A/C units and installed high quality filters in the heating/cooling systems.
- The Plexiglas sneeze guard was delivered.
- The Director and Board President met with Bob Sferra to discuss daily cleaning procedures. Bob will be asked to sign a checklist of daily cleaning duties he performs.
- The County Health Department and the Library's attorney reviewed our policies and guidelines for when the Library can reopen and both gave their approval.
- The Library's audit will soon be done.
- This year's Trustee Institute has been cancelled. The Director will inform the Trustees of any new on-line training classes that may become available.
- The Library is offering an on-line program called Readsquared for our Summer Reading Program. Through the Readsquared site, children can register the number of books they read over the summer. Our staff will keep track of their entries and we will give out prizes.

PRESIDENT'S REPORT: The Board President mentioned that if staff gets sick in the future with COVID-19, a possible closure may happen and the Library will need to be professionally cleaned.

OLD BUSINESS: None

NEW BUSINESS: The Board discussed a set of policies and instructions which were created for “curbside pick-up”. L. Hnasko made a motion to approve the policies, A. Goetsch seconded the motion and the roll call was unanimous. The Library will be opening for “curbside” on Monday, June 22nd as permitted by NJ State Administrative Order #2020-15.

PUBLIC COMMENTS: None

ADJOURNMENT: At 7:24 pm, a motion was made by A. Goetsch to adjourn the meeting, seconded by Z. Bray. The roll call was unanimous.

The next Board of Trustees meeting will be held virtually (via Zoom) on July 16th, 2020 at 7:00 pm.