

Raritan Public Library Board of Trustees Meeting: March 16, 2023

- A. Call to order: The meeting was called to order by Don in compliance with the Open Public Meeting Notice Act, Chapter 231, PL 1975 at 7:03 P.M.
- B. Roll Call: Present: Umesh Agrawal, Zachary Bray (Mayor), Don Esposito, Jim Foohey, Laura Hnasko, Ann Marie Mead, and Director Adam Petroski
Absent: Jane Fidacaro, Adele Goetsch, Michael Pepe
- C. Flag Salute – Don lead the flag salute.
- D. Approval of Minutes: Ann Marie made the motion to approve, Jim second – motion passed; Laura abstained.
- E. Approval of Bills for March 2023 - Adam explained a discrepancy in the credits for books. Originally only the debits appeared. Credits have been added. A question was raised about the Prime account and Ann Marie noted that she needs some time to understand the year to date numbers. She is willing to approve the bills, just needs time to reconcile the numbers as written. Zach made a motion to approve the bills; Jim second. Motion passed.
- F. Old Business –
 - 1. The library's budget discussion is being delayed until the April meeting due to board members being absent at the March meeting.
 - 2. Adam to schedule AD and sexual harassment training for the upcoming year in March.
 - 3. Review of the January and February register reports for books: January books were \$2591 and the February register report listed January's book expenses at \$1063. There was a credit of \$1527.21 from the Reynolds account on 1/23/23 to reimburse children's books. Going forward credits will be applied to the month they were issued.
- G. New Business
 - 1. Fax services - free services for scanning on downstairs copier; but need to determine a fee for faxes on the upstairs copier. Adam recommends \$1.00 a page. The board agreed. Zach made motion, Jim second. Motion passed.
 - 2. Easter Saturday – staff is requesting an unpaid holiday for that day. The library is closed on Good Friday. The board is going to review the policy later,

- but it is too soon to discuss and make a change for this year. The library will remain open on Easter Saturday this year as scheduled.
3. Magazine boxes for periodical storage – Plexi-glass boxes are more visible and easier to maintain. The boxes don't fit on the current shelves. The cost is \$2,996.80 including delivery. Jim made motion to approve the purchase, Umesh second. Motion passed.
 4. Vote on approving personnel policies presented at February meeting. – Laura made a motion to approve, Ann Marie second, motion passed.
 5. Library lease. A letter of intent to renew needs to be sent by 6/1/23. It is the intent of the board to send the letter. The board will review the letter at the next meeting and send it out the week after.

H. Committee Reports – none

- I. Director's report: Adam gave his presentation digitally. He reported on circulation for February, collection management, IT, Outreach/Marketing, programming, training, general library management, personnel, and volunteers.
- J. Public comments: A patron asked if the movies on Friday could be moved to 2:00 pm. Adam had already agreed and made plans to change the time.
- K. Adjournment: A motion was made by Zach to adjourn the meeting at 7:47pm. Jim second. The meeting was adjourned.

The next meeting will be held on April 20, 2023 at 7:00 pm.