

## Raritan Public Library Board of Trustees Meeting: November 16, 2023

The meeting was called to order at 7:01 p.m. in compliance with the Open Public Meeting Notice Act 231, PL 1975.

Don led the flag salute.

Roll Call: Present: Don Esposito, Mayor Zach Bray, Jane Fidacaro, Adele Goetsch, Laura Hnasko, Ann Marie Mead, Mike Pepe, Jim Foohey. Absent: Umesh Agrawal

Minutes: Zach made a motion to accept the minutes from October. Jane second. Minutes approved. Mike and Adele abstained. Mike, Jane executive minutes. Adele abstained. Approved.

Bills: motion to approve bills: Zach, Mike second, bills approved.

Old Business:

6.1 Old overdue fines still need to be removed from Destiny.

6.2 Main Alliance updates: Tom and Lenny from Main installed a network rack, Meraki firewall, three network switches, and two new wireless access points on 11.15.23.

6.3 RPL received an implementation schedule from Main. 2/12/24 RPL will go offline with Destiny and go live with Polaris on 2/15/24.

6.4 Basement door was installed 11.8.23. The order for the two exterior doors was messed up by the manufacturer and they are supposedly expediting them for us. The current ETA is four weeks.

6.5 Site assessment conversation: Don made a recommendation that we hire HMR architects to do the site assessment at a fee of \$7500.00, to be paid from the Santora fund. This assessment will give us a prioritized list for a capital improvements plan. Adele made a motion to hire the architects for the assessment, Jane second. Motion passed with one abstain, and one vote no.

New Business:

7.1 RPL had a fire inspection on 10.12.23 and had four violations. All violations have been remediated and we are waiting for a reinspection. (Emergency exit light, cords in magazine room, basement door, and clutter in basement and attic have all be remediated).

7.2 Library budget update – NJ 2024 One Third Mill has been released. RPL's total 2024 budget will be \$563,675. This is a 5.21% increase from 2023. The board would like to see a draft of the budget in January 2024, without the payroll raises which are yet to be determined by the personnel committee.

7.3 Draft audit report received 11.8.23.

7.4 Electrical quote – a number of lights are out in the library. The quote is \$685.00. Spera Electrical provided the quote and they were recommended by the DPW. Zach made a motion to accept the bid; second Adele. Motion approved.

7.5 New Policy Suggestions – recommendation to adopt a new policy regarding emergency/weather related library closures. Whoever is scheduled to work on the day of an emergency/weather related closing will be paid. Motion approved.

Director's report: Adam gave his report digitally and reported on Collection Management, IT, Outreach/Marketing, Programming, Training and Meetings, and General Library Management.

Public comments: none

\*The December meeting will not be held on December 21, 2023 due to lack of availability. It is proposed that the meeting be held on December 14. A motion Zach and Jim. Approved.

Adjournment: a motion to adjourn was made by Mike, and second by Zach. The meeting was adjourned at 8:04.