

Raritan Public Library Board of Trustees Meeting August 17, 2023

Call to Order: The meeting was called to order at 7:00 P.M. by President Don Esposito in compliance with the Open Public Meeting Notice Act, chapter 231, PL 1975.

Roll Call: Present – Don Esposito, Jane Fidacaro, Jim Foohey, Adele Goetsch, Laura Hnasko, Ann Marie Mead, Michael Pepe and Director Adam Petroski. Absent: Umesh Agrawal, Zachary Bray.

Flag salute: Don led the flag salute.

Approval of Minutes: Mike made a motion to approve the minutes from July; Jane second. The minutes were approved. Both Laura and Don abstained.

Approval of Bills – Adele made a motion to approve; Jim second. The bills were approved.

Old Business-

1. Main Library Alliance update: Phil and Tony from Main assessed our IT infrastructure. There was a discussion about the need for a physical firewall and an updated panel from Verizon. This is required for membership in the alliance.

2. Implementation of library records – Trevor from Main visited Spencer and Adam on August 11 to discuss the implementation of library records.

3. ESL Class update: There were two ESL meetings in August. The GRWDB is still working on its website, which should be completed by EOM in August. LVSC hired the project facilitator, and she has started working with the libraries. RPL is going to create an interim flyer to be able to promote the classes.

4. Essex Home Improvements remeasured the doors on 7/21/23. They submitted an additional quote for the thermostats and they will be installed next week. The quote is \$2600.00 for installation of all 3 doors. Cost of the 3 doors: \$1624.98, \$1451.15, \$799.42 (fire door inside the basement). Total cost = \$6,475.55. The board discussed compiling a list of needed projects. Don and Adam will create the list. Adele made a motion made to approve the cost of \$6,475.55 for the doors and installation. Jane second. Motion carried.

5. Verizon service inquiry is still pending.

6. Covers were purchased for the thermostats and will be installed next week.

7. The financial audit took place on 7/24/23 and we are waiting for the final audit report.

8. Staff were notified about the new operating hours starting September 18. The new schedule will be posted next week.

New Business

1. Carpet cleaning contract was canceled in July.
2. Cloud Library and Hoopla budgets were reduced in July.
3. Main Alliance offered us voting privileges for their 2025 budget meeting. We need to return a membership agreement to Main before September 14, 2023 to be able to cast a ballot.

4. FTS quote for power washing and applying polymer sand to pavers is \$1200. Jane made a motion to approve and Adele second. Motion carried.
5. Adam proposed the need to re-allocate funds from the landscape budget to the subscription budget. Adele made a motion to transfer a maximum of \$2,000.00 from the landscape budget to the subscription budget. Jim second. Motion approved.
6. Removal of stagecoach fixture from the children's room. Motion made by Jane, second Jim. Motion approved.
7. Scheduling trustee training – We need 7 hours by the end of the year to be eligible for state aid. The board discussed completing the hours individually at home with a link provided by Adam. If the hours are not completed in September, we will do the webinar in person in October an hour before the scheduled board meeting.
8. Updating member policies – a committee met prior to the board meeting to review the policies. Jane made a motion made to approve the proposed changes to the policies with the exception of the children's card which will be discussed at a future date. Jim second. Motion passed.

Director's report: Adam gave his report digitally. He reported on Collection Management, IT, Outreach/Marketing, Programming, Training and Meetings, General Library Management, Personnel, and Volunteers. Most notable: July was the highest number of programs we've had in a single month, and July program attendance was the second-highest month during the last 13 months. July also had the highest foot traffic in the past 13 months with 1,913 checkouts.

Public Comments: none

Adjournment: The meeting was adjourned at 8:15 P.M. Motion to adjourn made by Adele; second Jim.

Next Meeting: September 21, 2023 at 7:00 P.M. at the library.