

Raritan Public Library Board of Trustees Meeting September 21, 2023

- A. Call to order: The meeting was called to order in compliance with the Open Public Meeting Notice Act, Chapter 231, PL 1975
- B. Roll Call: Present: Mayor Zachary Bray, Don Esposito, Jane Fidacaro, Jim Foohey, Laura Hnasko, Ann Marie Mead, Michael Pepe. Absent: Umesh Agrawal, Adele Goetsch
- C. Flag Salute: Don led the flag salute.
- D. Approval of the minutes from August 17, 2023: Michael made a motion to approve the minutes; Jane second. Minutes were approved; Zachary abstained.
- E. Approval of Bills: September 2023 – There was a discussion about the landscaping contract and the scope of their work. There is a concern that the landscaping does not include the flower beds. We did pay extra for the beds to be cleaned out last month. The contract runs until the end of the year. It will be discussed again, and Adam will get new quotes. Jim made a motion to approve the bills; Jane second. The bills were approved.
- F. Old Business:
 - Main Library Alliance membership update – Migration data was sent to Main on 9/21/23. The information will be assessed and the next steps towards migration will be taken.
 - First steps Basic English classes started on September 18, 2023. The class was full with 20 students. 12 of the 20 students are Raritan residents.
 - Replacement doors were ordered on September 1, 2023. ETA for delivery is mid-October and potential installation by EOM October.
 - New operating hours started on September 18, 2023. We are now opening at 9 a.m.
 - A family from Raritan took the stagecoach from the children's room on September 11, 2023.
 - Types of membership cards and library fines were updated in Destiny as well as the Patron Policy.
 - 7 trustees completed the online training putting RPL in compliance with the required minimum.
- G. New Business:
 - Adam made a request to move \$1,000.00 from the furnishings budget to the computer budget.
 - Ann Marie made a motion to move the money and, Zach second. We will research if there needs to be a written resolution for this purpose. Motion was approved.

- Amnesty for unpaid overdue fines: current total fines, including unreturned items total \$3,237.80. That number includes \$1753.10 in overdue fines, of which, \$509 were paid, but the items were not returned, and the balance, \$1,664.70, is in unreturned items. Adam requested that the board consider amnesty for the \$1753.10. We do not rely on the fines as part of our budget. Ann Marie made a motion to approve amnesty for this amount, Michael second, – motion approved.

H. Director's report: Adam presented his report digitally. He reported on collection management, IT, outreach and marketing, programming, training and meetings, general library management, personnel, and volunteers. Highlights included: August 2023 was a record month for library visits and circulation. Public internet use was also up for August. JFK will be co-hosting an open house with us on October 3, 2023. The pronunciation program account has been canceled due to low usage.

No public comments.

The meeting was adjourned at 7:41 p.m. Zach made the motion to adjourn, and Jane second.

The next meeting is scheduled for October 19, 2023 at 7:00 p.m. at the library.