

Raritan Public Library Board of Trustees Meeting – March 21, 2024

Call to order -Meeting was called to order by Don in accordance with the Open Public Meeting Notice Act, Chapter 231, PL 1975 at 7:00 pm.

Roll call: Present – Zachary Bray, Nicolas Carra, Don Esposito, Jane Fidacaro, Jim Foohey, Adele Goetsch, Laura Hnasko, Ann Marie Mead. Absent – Mike Pepe

Flag salute – Don led the flag salute.

Approval of minutes from February – Zach made a motion to approve the minutes, Jane seconded – motion approved – Nicolas, Ann Marie, and Adele abstained.

Approval of Bills for March 2024 – Adele made a motion to approve the bills, Zach seconded - motion approved.

6. Old Business –

6.1 – The library is continuing our transition to Main. Libby went live 2/29/24 and our Cloud library catalog was imported 3/4/24. The library is changing our work processes to reflect the new ILS, such as different cataloging for ILL's, magazines, and ordering materials.

6.2 – Brian Stevens from HMR and the engineering firm will be at the library on 3/22/24. Building maintenance responsibilities to be discussed after the site assessment.

6.3 – Students from the Work Study program at BRHS started volunteering twice a week and mostly help Lindsay in the Children's Room.

7. New Business

7.1 The board approved adding director Adam Petroski, and assistant director Brendan Meany, to the bank accounts for business continuity and segregation of duties. – Adele made the motion to approve, and Jim seconded– motion approved.

7.2 Landscaping contract from FTS Landscaping in Raritan – FTS maintained pricing from last year. Adele, made motion, to approve contract - approval contingent upon maintenance specifically part C, item 14 – Jane seconded, motion approved.

7.3 Reciprocal borrowing with the Somerset County Library System: Each partner library will extend borrowing privileges to cardholders in good standing at its home library. Discussion about the proposal – the Raritan Board would like to strike #7 B from the agreement. This will be put on hold until Somerset County library responds to our request.

7.4 2024 Library Budget: The Finance committee met and prepared a proposed budget. Two items need to be added as line items – Jim made a motion to approve adding line items for a one-time payment to Main Alliance in the amount of \$23,500 and establishing an escrow account for sick leave in the amount of \$13,000. Adele seconded the motion. Motion approved.

7.5 – Nicolas requested that the ESL group be able to book the community meeting room for more space.

8. Director's report: Adam gave his report digitally. He reported on Collection Management, IT, Outreach/Marketing, Programming, Trainings and Meetings, General Library Management, Personnel, and Volunteers. Highlights of his report include:

- Raritan Patrons have circulated 58 non-Raritan items since joining Main Alliance, about 2 per day. 570 Raritan items have circulated among Main libraries, about 19 per day. Joseline from Document Imaging-Solutions visited the library on 3/20/24 and will be giving us a quote to digitize more issues of the Raritan Valley News. The hard drive on the oldest public laptop has been upgraded. Main provided us with Windows 11 licenses for our four public computers. Deep freeze software was installed on the public computers, wiping out personal information after minutes of idle time. We've picked up 28 people following our page during the last month. Adam will be delegating programming to Lindsay and Brendan next month, with Lindsay being the lead.

Public comments - none

Motion to adjourn – Don made a motion to adjourn at 8:03 pm; Jane seconded. The meeting was adjourned at 8:03pm.

The next meeting will be held on April 18, 2024 at 7:00 pm at the Raritan Public Library.