

Raritan Public Library
Board of Trustees Meeting

October 19, 2023

1. Call to order: The meeting was called to order at 7:00 p.m. in compliance with the Open Public Meeting Act, Chapter 231, PL 1975.
2. Roll Call: Present: Zachary Bray (Mayor), Don Esposito, Jane Fidacaro, Jim Foohey, Laura Hnasko, Ann Marie Mead, Michael Pepe (BOE rep). Absent: Umesh Agrawal, Adele Goetsch
3. Flag Salute: Don led the flag salute.
4. Approval of the minutes: Zach made a motion to approve the minutes from September, Ann Marie second. The minutes were approved.
5. Approval of Bills: Zach made a motion, Jane second. Bills were approved.
6. Old Business: A. \$1,000.00 was re-allocated from furnishing budget to the computer budget. B. Old overdue fines are yet to be removed from Destiny. Will be completed by November Trustees meeting. C. Main updates: Adam and Spencer met with Trevor from Main on 10/11/23 regarding data migration. Date for migration should be received by 10/27/23. Adam and Spencer are meeting with Tom from Main on 10/20/23 to go over hardware requirements. D. ETA on doors is 10/23/23 as of 10/19/23. Installation will be approximately 11/1/23.
7. New Business: A. The firewall necessary to join Main – Meraki MX75 Firewall costs \$3,395.00 with the five-year service contract. A motion was made to move \$3,395.00 for the firewall from the capital fund. Ann Marie made a motion to approve the re-allocation of funds, Zach second. Motion approved. B. Adam requested that \$1,000.00 be re-allocated from books to eBooks and \$1,000.00 from Audio/Visual to office. Zach made a motion to re-allocate the funds, and Ann Marie second. Motion approved. C. A request was made for an unpaid holiday for staff on Saturday, December 23, 2023. Request approved.
8. Approval of changes to Personnel Policies for hours worked: Jane made motion to accept the changes, Ann Marie second. Motion approved. Ann Marie made a motion to approve vacation time changes, Zach second; Vacation time changes were approved.
9. Don presented a slide show of capital improvements needed to the interior and exterior of the building: Structural issues: outside structure – multiple issues including, but not limited to: water damage, peeling paint, missing bricks in multiple areas on the building, the porch, and the ground, flat roof issues on the porch roof, wood rot under the gutters, etc. Indoor: including, but not limited to: water damage issues, fireplace brick, drooping beams, failing mortar, moisture in the attic, bulging bricks in the attic, plaster failing, window frames need replacing, etc. HMR Architects made a proposal for the preparation of a Capital Improvements Plan for the Library. The fee for this report is \$7500.00. The fee for the architect's inspection and report will be addressed in the next budget.

10. Executive session: entered at 8:10 pm. Zach made a motion and Jim second.
11. Motion to return to general session – Zach made motion to return to general session and Jane second– returned to regular session at 8:31 pm.
12. Adam gave his report digitally.
13. No public comments
14. Adjournment: motion to adjourn was made by Jane, Don second, the meeting was adjourned at 8:36 p.m.