

## Raritan Public Library Board of Trustees Meeting Minutes

Date: May 29, 2024      Location: Raritan Public Library

1. Call to Order – The meeting was called to order at 7:02 p.m. in compliance with the Open Public Meeting Notice Act, Chapter 231, PL1975.
2. Flag salute – Don led the flag salute.
3. Roll Call –Don Esposito, Jane Fidacaro, Jim Foohey, Laura Hnasko, Ann Marie Mead, Mike Pepe, and director Adam Petroski – present; – Zachary Bray, Mayor Nick Carra, Adele Goetsch absent.
4. Minutes- motion to approve - Ann Marie made a motion to approve; Jane second – minutes were approved.
5. Bills – motion to approve the bills for May was made by Jane; Ann Marie second – the bills were approved.

### 6. Old Business:

6.1 – Main Transition – Tumblebooks added as an electronic resource.

6.2 – Capital Improvement Plan- Don and Adam met with Brian Stevens from HMR Architects on 5.28.24. Don recommended that we move to the next phase which is further analysis of the Capital Improvement Schedule that will include a detailed field survey and investigation, the preparation of a conditions assessment report with repair recommendations, including architectural and MEP elements, and an itemized “order of magnitude” cost estimate based on the recommended courses of actions.

Jane made a motion to proceed to the next step with HMR Architects; Ann Marie second; – motion approved.

The Grant Committee will look at how much of the library’s money we need to spend, in addition to the grant money available from the state for 2025. The library can apply for a match from the state.

Sidewalk repair – Adam will contact the DPW to get names of companies to begin the process of repairing/replacing the sidewalk.

### 7. New Business

7.1 Quote from Somerset County Print Shop for a mailing to announce our Main membership – will go to 3500 households; .15 cents each to mail postcards for a total of \$840. All color both sided. \$90.00 for design. \$1900 total budget on mass mailing. Ann Marie made a motion to approve; Jim second – the motion for the mailing was approved. The board would like the mailing to coincide with the mailing of tax information.

7.2 Date for Main proclamation and celebration – Main wants to hold a celebration to officially celebrate our membership. Adam recommended that the celebration be held in September alongside the library card sign up.

### Director’s Report:

Adam reported on Collection management; IT; Outreach/Marketing; Programming; Trainings and Meetings; General Library Management; Personnel; Volunteers.

Public Comments: None

Adjournment: motion to adjourn by Jim; Laura second; meeting adjourned at 8:14 p.m.

Next Meeting: June 20, 2024 at 7:00 p.m. at the library.