

## Raritan Public Library Board of Trustees Meeting Agenda

January 18, 2024

Call to Order: The meeting was called to order in compliance with the Open Public Meeting Notice Act, Chapter 231, PL 1975 at 7:02 PM.

Roll Call: Present: Zachary Bray, Jane Fidacaro, Jim Foohey, Adele Goetsch, Laura Hnasko, Ann Marie Mead, Nick Carra (mayor), Mike Pepe ( board of Ed rep); Absent: Don Esposito

Flag salute: Jane led the flag salute,

Approval of the minutes: Jim made a motion to approve the minutes from December; Adele second, minutes approved.

Approval of the bills: Adele made a motion to approve the monthly bills; Jim second, bills approved.

### Old Business –

6.1 Main updates – Spencer will send the data to Main on February 11. We cannot check in or process items between Feb. 12 and Feb. 14. Patrons will be able to check out items via an offline method. We are expected to have the catalog go live on Feb. 14.

The library will be closed to the public January 26, Feb. 1,2,8, and 9 for staff training to learn Polaris and Aspen.

Raritan Patrons are expected to have access to the Libby app (digital content) on February 21. Our Cloud library content is expected to be available Libby app on Feb. 28.

6.2 Outside doors were installed December 21, 2023.

6.3 HMR is scheduled to perform the site assessment on January 30.

6.4 Electrical work was completed in early January 2024.

6.5 2024 Library Holidays were distributed to staff and posted to our event calendar and website.

6.6 The personnel manual was updated to reflect clarifications to the part-time employee sick leave policy approved at the last meeting.

### New Business –

#### Board of Trustees Reorganization –

President – Don Esposito - Adele nominated Don, Ann Marie second – Don was approved to be board president.

Vice President – Jane Fidacaro – Laura nominated Jane, Ann Marie second– Jane was approved to be board vice president.

Secretary – Laura Hnasko – Adele nominated Laura for Secretary, Ann Marie second; Laura was approved to be the board secretary.

Treasurer – Jim Foohey – Mike nominated Jim for treasurer, Ann Marie second, Jim was approved to be treasurer for the board.

**Appointments: Mike Pepe was reappointed as Board of Education rep.; Zachary Bray and Ann Marie Mead began new terms on the board. Mayor Nicholas Carra will serve on the board as Mayor.**

Question on the new budget – Ann Marie requested a committee meeting date to discuss the budget. She requested to see the actuals for 2023 at that meeting.

Mike mentioned the school board strategic planning meetings and suggested that the library board send a volunteer. There are 3 meetings. Zach volunteered.

Jim mentioned the Friends of the Library meeting next week – discussed future book sales. They partner with the JFK PTO.

Director's report – Adam gave his director's report. He reported on statistics from 2023 and the vision/expectations for 2024. December 2023 was a slow month in terms of visits. But overall visits were up 25% for the year 2023. Computer usage and Wifi sessions were also up, 31% and 52% respectively. Program attendance was up 52%.

He also reported on Collection Management, IT, Outreach/Marketing, Programming, Training and Meetings, General Library Management, Personnel, and Volunteers.

Public comments: None

Adjournment: Motion to adjourn: Zach made a motion to adjourn, Nick second; the meeting was adjourned at 7:46.

Next meeting: February 15, 2024 at 7:00 P.M. at the library.