

## Raritan Public Library Board of Trustees Meeting Minutes

Date: April 18, 2024

Location: Raritan Public Library

Call to Order – The meeting was called to order at 7:00 p.m. in compliance with the Open Public Meeting Notice Act, Chapter 231, PL 1975.

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

Flag salute – Don led the flag salute.

Approval of the minutes: Ann Marie made a motion to approve the minutes from March; Jane second; minutes approved.

Approval of the bills: Zach made a motion to approve the bills for April; Ann Marie second; bills approved.

### Old Business:

6.1 – Main Transition – Digital Wall Street Journal, Mango Languages, and digital Consumer Reports are available on our website.

6.2 – Draft Capital Improvement plan received from HMR Architects on April 18, 2024. This will be discussed at the next meeting.

6.3 – Brendan and Adam are to be added as signatories to bank accounts.

6.4 – The landscaping contract with FTS Landscaping was renewed in April 2024. Adam began cutting the grass and will perform the spring clean-up by April 26, 2024.

6.5 Reciprocal borrowing with the Somerset County Library System. Adam and Brian to set up a meeting to discuss the reciprocal borrowing proposal. The Main Alliance, The Somerset County Library System, The Sparta Public Library, and The Warren County Services Unification Project. The Sussex County Library System will also tentatively be involved in the project. RFQ's for ILSs have been submitted and are expected back by Labor Day.

6.6 – Updated 2024 Library Budget – We discussed the format for the budget going forward. Adjustments will be made to the format and changes will be made accordingly.

### 7. New Business –

7.1 – Don proposed that we provide a mass mailing to patrons about services with Main Alliance. This will be both separate from the Tax bill and with the tax bill. Ann Marie made a motion to approve this mailing. Zachary second. Motion approved.

7.2 – Innovative Document Imaging quote – Digitization of historical books and documents. Previously approved. Amount is \$ 4337.50. Zachary made a motion to spend \$4337.50 from the operating account for the digitization. Mike second. Motion approved.

Director's Report highlights:

Programming – Lindsay took over programming responsibilities in April. Solar eclipse glasses were a success and we sold out of all 250 pairs.

Training and Meetings: Brendan and Adam met with Main to review the transition; Adam attended a Main membership and board of directors meeting on 4.11.24; Brendan will be attending the NJLA Small Libraries Unconference on 4.26.24 at the Plainfield Public Library; Adam will be attending the Palace Project meeting from the State Library and Lindsay will be attending a Main Youth Service meeting in Mount Olive.

General Library Management: State aid report was submitted on March 28, 2024. Mountainside Public Library will be joining Main and we will have limited services between 4.29.24 and 5.1.24. Fairfield library will be joining Main at the end of the summer.

Personnel: Mary Matteo tendered her retirement on 4.18.24. Her last day will be 5.4.24. We thank Mary for her years of service and wish her luck during the next chapter of her life.

Volunteers: The town-wide yard sale will take place on May 4, 2024. The Friends of the Library Book sale will take place on June 14<sup>th</sup> and June 15<sup>th</sup>.

Collection Management – We will be receiving an additional discount of approximately 3% from Baker and Taylor for being part of the Main Alliance. Last day of Hoopla service will be June 14, 2024. Adam gave an update of the circulation numbers for Raritan patrons and non-patrons, and discussed the creation of “Not on Netflix” display to promote older DVDS not available on streaming, and a “Lucky Day” collection for popular items.

IT: Spencer redesigned the library's website. Digital Wall Street Journal, Mango Languages, and digital Consumer Reports have been added to our website. Mobile printing will be set up by the end of April.

Outreach/Marketing: Brendan and Adam visited Borough Hall and registered 10 borough employees for new library cards. The library will be presenting at the Raritan Seniors Meeting on 5.8.24.

Public Comments: none

Adjournment: Jane made a motion to adjourn at 8:09 pm; Jim second; the meeting was adjourned at 8:09pm

Next Meeting: May 16, 2024, at 7:00 pm at the Raritan Public Library.