



# Raritan Public Library

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November 21st, 2019

The regular monthly meeting of the Raritan Public Library Board of Trustees was called to order at 7:00 pm by K. Seifert-Ethier, Board President. K. Seifert-Ethier read a statement that the meeting was duly publicized (including notices which were sent to the Courier News and the Star Ledger) and that the meeting was called pursuant to provisions from the Open Public Meeting Law.

MEMBERS PRESENT: K. Seifert-Ethier, J. Fidacaro, B. Doorly, A. Goetsch, D. Esposito, M. P. Gausz, Z. Bray (Mayor alternate) and M. Paese, Director.  
Absent were: A. M. Mead and U. Agrawal.

K. Seifert-Ethier led the flag salute.

TRUSTEE TRAINING: The Board members were shown an ALA short-take on "What It Means to Be a Trustee".

MINUTES: D. Esposito made a motion to approve the minutes from the October 17th, 2019 Board Meeting, J. Fidacaro seconded the motion. All trustees approved except A. Goetsch and K. Seifert-Ethier who abstained.

TREASURER'S REPORT: A. Goetsch made a motion to approve the November bills, M. P. Gausz seconded and the roll call was unanimous.

## DIRECTOR'S REPORT:

- The Library will continue to subscribe to the New York Times Newspaper after a significant price reduction.
- Shampatore Roofing recommends that the Library in the near future replaces the cedar shakes on the West Wing roof (above the Children's Room).
- The Library's security system DVR is defective. Movement captured by the cameras can no longer be recorded. Automatic Communications gave a price of \$800.00 to install a new one. D. Esposito made a motion to approve the purchase of the DVR, Z. Bray seconded and the roll call was unanimous.
- The Director received a quote from Merit Movers of Bridgewater to help pack items in the Circulation Room and move furniture and bookcases prior to the new carpet installation. They will also come back a second day to put back the items once the carpet installation is complete.
- The defibrillator was installed in the Circulation area and a training session is scheduled for the staff.
- Somerset County Cultural and Heritage Commission (SCCHC) asked if we would like to host a Filipino Rondalla musical performance at our Library on Sunday, March 8<sup>th</sup>. The concert would be paid through a grant acquired by the SCCHC. It was agreed that this would be a nice joint activity.
- The Director and D. Esposito are working on getting prices for storm windows for the original section of the house (13 windows). One company, Innerglass, quoted \$5,699.55 to

measure, fabricate, deliver and install compression fit storm windows. Other quotes will follow.

- An initial meeting was held at the Library between Z. Bray, the Director and the High School Boy Scout regarding the Book Box project.
- Immediately following the December Board Meeting, a Holiday mixer will be held. A staff party will also be scheduled in December.

**Programs/Events:**

Friday, November 22<sup>nd</sup> and Saturday, November 23<sup>rd</sup>: The “Friends” are holding their bi-annual two-day book sale.

Tuesday, December 3<sup>rd</sup> and Tuesday, December 10<sup>th</sup> from 12:00pm to 3:00pm: Census Employment Recruitment Event.

Thursday, December 12<sup>th</sup> @ 6:00pm: Sparkling Ornaments Craft Class with Michele Liana.

Saturday, December 14<sup>th</sup> @ 1:00pm: Holiday Musical Performance by the Belle Tones. This program is sponsored in part by the “Friends” of the Library.

Tuesday, December 17<sup>th</sup> @ 2:00pm and 6:00pm: Matinee and evening showing of the new Holiday film: *Buttons-A Christmas Tale*.

PRESIDENT’S REPORT: The President reported that the sidewalk bill was paid by the Borough. The historic sign for the Library is in but has yet to be installed. We will look into getting library signs with arrows to install in appropriate spots along the highway. The issue of limited parking is ongoing.

RESOLUTION: 2019-11-001: The annual snow removal agreement with the town was approved by the Raritan Borough Council. The snow removal agreement will be in effect until December 31, 2020. It will be the Library’s responsibility to contact the Borough 60 days before the agreement expires to initiate a renewal. A motion to approve the resolution was made by Z. Bray and seconded by D. Esposito. The roll call was unanimous.

COMMITTEE REPORTS: None

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENTS: Jim Foohey reported on the upcoming 2-day book sale. He remarked that the library signs would be helpful. Jim also reported that he gave the JFK PTO half the garage sale money and will soon be planning the next community wide sale. He is hoping to make this an annual event on the first Saturday in May.

ADJOURNMENT: At 8:11 pm, a motion was made by Z. Bray to adjourn the meeting, seconded by B. Doorly. The roll call was unanimous.

The next Board of Trustees meeting will be held on December 19th, 2019 at 7:00 pm in the Library.