

**RARITAN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES: October 20, 2022**

A. Call to Order: The meeting was called to order in compliance with the Open Public Meeting Notice Act, Chapter 231, PL 1975 at 7:05 pm by president, Don Esposito. The meeting was called to order at 7:06 PM

B. Roll Call: Zachary Bray (Mayor), Don Esposito, Jane Fidacaro, Jim Foohey, Ann Marie Mead

C. Flag Salute

D. Ann Marie made a motion to approve September minutes. Zachary Bray seconded. September bills were approved.

E. Approval of Bills: Ann Marie made a motion to approve October bills. Jim Foohey seconded. October bills were approved.

F. Executive session – Trustees entered Executive Session 7:17 pm and ended at 7:24

G. Old Business: Don - Construction was completed to the satisfaction of HMR Architects.

H. New Business: Adam discussed the need for seven hours of trustee training by the end of the year. The trustees agreed to meet at 6 pm prior to the November board meeting if they are able.

Adam presented a new Program Policy, Resource Concern Form, and a potential Mission Statement. The trustees wanted more time to review the documents and wanted more members present before voting for approval.

The Program Policy originated from the need to evaluate a refreshment policy. The policies will be revisited at a future meeting.

I. Director's report: Adam presented library statistics by PowerPoint and presented his director's report outlining Collection Management, IT, Outreach/Marketing, Programming, Training, General Library Management, Personnel and Volunteers.

There was a discussion about ESL classes. Adam said they have between 2-6 participants. The library is planning on adding a second class in 2023 facilitated by the Literacy Volunteers of Somerset County. Zach suggested that the library contact Raritan Economic Committee for potential introductions to businesses and residents that might be interested in ESL classes.

J. Committee reports: None

K. Public comments: none

Jane made a motion for adjournment. Zach seconded the motion.

Adjourned at 8:02 pm