

Raritan Public Library- Board of Trustees Meeting

August 15th 2024

Call to Order- The meeting was called to order in compliance with the Open Public Meeting Notice Act, Chapter 231, PL 1975.

Flag Salute- Don led the flag salute

Roll Call- Present: Don Esposito, Zachary Bray, Jane Fidacaro, Adele Goetsch, Mayor Carra, Jim Foohey, **Michael Pepe**, and Director Adam Petroski

Absent: Laura Hnasko, Ann Marie Mead

Approval of Minutes- Motion made by Adele Goetsch, seconded by Jim Foohey. Motion carried, with abstentions by Jane Fidacaro and Mayor Carra due to their absences last month

Approval of Bills: Motion made by Adele Goetsch, seconded by Jane Fidacaro. Motion carried unanimously.

Director Adam Petroski presented a budget new line item sheet to allocate funds into accounts that ran over or close to over budget for the year; no change in dollar amount for the overall budget; currently running a bit below the 2024 projected budget overall.

Old Business: Capital improvement plan is in hand, waiting on work proposal from HMR, distribution and discussion will take place next meeting.

Proposal for sidewalk work submitted by Vince LoMedico from mason David Esposito; Adam received on his desk but did not have a chance to discuss directly with Vince, however believes it is an excellent quote and feels comfortable if Vince and Raritan DPW are submitting this company's name as a bid for the sidewalk repairs. A motion was made by Jim Foohey, seconded by Mayor Carra to approve the proposal. Motion carried with abstentions from Don Esposito and Zachary Bray.

Mobile print setup is still delayed but expected to be live by next week (8/23); similarly hotspots have been as well, but we expect them to start circulating by next week as well (8/24).

New hire updates: Both candidates accepted the offer initially to help at the desk part-time; one candidate dropped out for health reasons; the second candidate has submitted partial paperwork but is having a family emergency so we are currently waiting to hear. Adam has reached back out to other potential candidates without any real luck. It is likely that the job posting might have to go back up to pull new candidates.

New Business:

Adam has contacted the county print shop to help design a flier for Library Card Sign Up Month.

Budget update: Director Adam Petroski presented a budget new line item sheet to allocate funds into accounts that ran over or close to over budget for the year; no change in dollar amount for the overall budget; currently running a bit below the 2024 projected budget overall.

Director's Report

Adam presented his monthly digital report covering visits, circulation, breakdown between Raritan/Main circulation, program attendance, internet/computer use, EI retrievals, IT, outreach/marketing (including working with the school district and St. Joseph's Church).

Executive Session

A motion was made to enter executive session **to discuss salaries** by Adele Goetsch, seconded by Michael Pepe.

Motion carried. The board entered executive session at 7:31 PM

The board re-entered the public session at 7:42.

A motion was made by Adele Goetsch, seconded by Jane Fidacaro to approve the recommended raises for full time employees as discussed in executive session. Motion carried unanimously.

A motion was made by Adele Goetsch, seconded by Jane Fidacaro to approve the retroactive payment of these salary increases to Jul 1, 2024 . Motion carried unanimously.

Public Comment- none

Adjournment- motion to adjourn was made by Jim Foohey, seconded by Michael Pepe. Motion carried unanimously. Meeting adjourned at 7:44 pm.