

The Butler Public Library Board of Trustees Minutes March 2, 2017

Meeting called to order: by Camille Piccirillo at 6:00 P. M.

The required posting was made in compliance with the Open Public Meetings Act.

Roll Call:

Present: Robert Alviene, K. Baase, Maryanne Hanisch, Becky Karpowich, and Luis Rodriguez (Library Director, ex-officio).

Excused: M. Cardinale & Helene Dinargo.

Minutes:

R. Alviene motioned that the minutes of the February 2, 2017 meeting be approved as submitted to the Board. M. Hanisch seconded the motion. The Board approved the minutes as submitted.

President's Comments

The President did not have anything to report.

Director's Report:

The Director sent a written report to the Board. He highlighted some items from the report:

- Programming statistics have gone up from 2015 to 2016.

	2016	2015	2014
7.50 Number of programs for children (AGE 14 AND UNDER)	294	235	276
7.501 Number of programs for young adults (Age 15-17)	45	4	36
7.51 Number of Library -sponsored Programs for Adults	218	101	84
7.52 TOTAL LIBRARY-SPONSORED PROGRAMS	557	340	396
7.53 Attendance at Library-sponsored Children's Programs	3,882	3,829	3,489
7.531 Attendance at Library Sponsored Programs for Young Adults	302	194	171
7.54 Attendance at Library-sponsored Adult Programs	1,570	1,424	729

7.55 TOTAL ATTENDANCE AT LIBRARY-SPONSORED PROGRAMS	5,754	5,447	4,389
7.56 Number of Community-sponsored Programs for Children Age 14 and Under	30	14	29
7.561 Number of Community-sponsored Programs for Young Adults Age 15 to 17	68	18	18
7.57 Number of Community-sponsored Programs for Adults	25	64	3
7.58 TOTAL COMMUNITY-SPONSORED PROGRAMS	123	96	50
7.59 Attendance at Community-Sponsored Programs for Children Age 14 and Under	447	96	344
7.591 Attendance at Community-sponsored Programs for Young Adults Age 15 to 17	438	130	79
7.60 Attendance at Community-sponsored Adult Programs	241	258	20
7.61 TOTAL ATTENDANCE AT COMMUNITY-SPONSORED PROGRAMS	1126	484	443
7.62 TOTAL LIBRARY AND COMMUNITY-SPONSORED PROGRAMS	680	436	446
7.63 TOTAL ATTENDANCE AT LIBRARY AND COMMUNITY-SPONSORED PROGRAMS	6880	5,931	4,832

- A musical performance was held in the Library. The sound quality was good. The Director discussed the Library’s plan to have more musical concerts in the Library, especially streamed concerts from Lincoln Center.
- On March 25, the Library will be celebrating Maker's Day all day. There will be a series of activities for all age groups planned throughout the day.
- The Ramapo student who said that she would participate in the homework help program told the Director that she changed her mind and could not do so. The Director will see if William Paterson University can provide peer tutors.

M. Hanisch asked if the Butler Naional Honor Society students were still volunteering to help younger students with their homework. Joy Johnson, who coordinates the service could not get NHS students to participate – they are too busy – but she was able to get other Butler HS students to do this.

- The Director said that he will be picking up three obsolescent laptops from the Butler High School (the number turned out to be ten laptops). Robert Vosatka, a volunteer, will try to refurbish them to make them usable.
- The Director attended a “Tutor Training for ESL Conversation Groups” program. The program discussed how to create a group to help ESL learners at the intermediary level practice their conversation. He will be looking to find a volunteer to do the program at the Library.

M. Hanisch motioned and K. Baase seconded the motion to approve the Director’s report. The Board unanimously approved the report.

Treasurer’s Report

M. Hanisch reported the balance in the checking account as of 01/31/2017 was \$67,028.23.

The list of bills to be paid was circulated for Board approval as well.

K. Baase motioned and B. Karpowich seconded the motion to approve the Treasurer’s report and the bill list. The Board unanimously approved the report.

Old Business

By-Laws: C. Piccirillo asked members to read by-laws to see if any changes are needed. The Director suggested that any recommended changes be sent to him so he could incorporate them into the draft of the new by-laws.

New Business

Proposed 2017 Budget

The Mayor spoke about the process by which the Library gets its money and how the determination of its third of a mil is made. The third of a mil amount is set by the State but the money is collected by the Borough when residents pay their property taxes. The majority of taxes are to support the schools (approximately 64 or 65%). M. Hanisch mentioned about how providing education for special education students is very expensive. The Mayor said that there are a good number of seniors in Butler who live on small incomes and the Borough has to consider this when making decisions to raise the property tax rate.

The Board discussed issues related to sharing library services with neighboring municipalities. The Mayor said that it is important to share services in a way which does not diminish the notion of the Library as a Butler institution.

[Note to Board: MAIN just created a new system wide card. Below I am pasting information on the card.

- **M.A.I.N. Pay Card** – Individuals who do not reside in a municipality serviced by a M.A.I.N. library, including Boonton Township, Mine Hill, Netcong and Victory Gardens, may be eligible for a M.A.I.N. pay card. This card may be issued by any M.A.I.N. member library...Patrons with this library card are entitled to all of the rights and privileges of a “Full Service Card”, but all cards expire after one year. The annual fee for this card will be **\$250 per person and \$225 for patrons 65 years of age and older.**]

C. Piccirillo asked the Mayor if the Library gets its third of mil decreased, could the Library present to the Borough its deficits and ask for an adjustment to the taxes collected? The Mayor said that this is not how it is done because the third of a mil is set by the State and the possibility of increasing Borough revenues is slim.

The Mayor asked what the decrease in the third of mil has been. When the Director started at Butler in 2015, the mil amount was \$330,000. It will go down to \$314,000 in 2017. The Mayor said that it is hard to predict changes to the mil rate. It is dependent on assessed property tax value and that can change dramatically if a large-sized lot is no longer in use or it now becomes used.

The Director shared with the Board a draft budget for 2017. For the past several years, the Board has waited until the Borough passed its budget before approving the Library budget.

The Director gave an explanation of elements in the budget: even with cuts to operating costs and a flat personnel budget, the Library will still overspend by around \$4,000. He did say that a potential negative outcome of a flat personnel budget is that the Library may need to close, since there will be times when you do not have three staff in the Library (the reason for this is that you will always have two people on staff if one staff member does not show up for work unexpectedly or if a staff member has to leave work for an emergency or illness). This could lead to unexpected early closings or delayed openings.

The Director gave a historic perspective on budgeting for book purchases. In 2010, \$14,000 was allocated for adult books; in 2017, he is proposing an allocation of \$6,000. He said that the allocations for rental and children’s books are below the 2010 allocations. The allocation for rental books has also been decreased since 2010.

The Director asked the Board to consider that his replacement will have to be paid more than he is currently (based on a MAIN salary survey). To get a good director, that person will have to

be paid a competitive salary. He also mentioned that as a retired State employee, he gets his health benefits from the State. The next director will most likely need to have his or her health insurance provided by the Library. The Board needs to consider these future expenses in its planning.

Process for Suspending an Employee

The Director asked the Board about the how to proceed with a potential suspension of an employee. He did not mention the employee's name since the employee had not been given a Rice notice. He shared with the Board the Library and Borough policies on disciplinary actions. Those policies allow an employee to be suspended with the disciplinary issues that could warrant suspension being shared with the Board.

The Director asked the Board if he could proceed with a suspension without having getting prior Board approval. After asking some questions, the Board said it was OK for the Director to proceed with a suspension but first, he should ask the Borough attorney to review the documentation to make sure a suspension is suspended. [Note to Board: the Director decided to issue a warning letter to be even more careful in proceeding with a disciplinary action against this employee.]

Public Comments

None

Adjournment

With no public comments, B. Karpowich motioned and R. Alvien seconded that the meeting be adjourned. The Board unanimously approved the motion.

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Luis Rodriguez