

The Butler Public Library Board of Trustees Minutes

March 3, 2016

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

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

Roll Call:

Present: Robert Alviene, Karen Basse, Marijane Brandau, Louis Coiro, Camille Piccirillo, Marie Pra and Luis Rodriguez (Library Director, ex-officio).

Absent:

Alex Anemone (excused)

President's Comments:

No comments.

Previous Minutes

M. Brandau motioned and K. Basse seconded that the minutes of the February 4, 2016 be approved without changes. The Board approved the minutes unanimously.

Director's Report:

See the attached written report. L. Rodriguez highlighted some items from the reports:

- The Winter Library newsletter (Bookends) was translated into Spanish by Jo Ann Roman, a Spanish teacher at the Butler High School. She is getting a \$50 honorarium for her work on translating the newsletter. The Director has not been able to find anyone else to help translate the newsletter.
- Library programs are doing well
 - Attendance at the programs is good
 - In the spring (April, May, and June) the Library will be doing new types of programming
 - More Saturday programs, especially for children. The Director contacted the Recreation Department to make sure we are not competing with their Saturday programs.
 - Passport Night Program, offered by the Morris County Clerk, has gotten positive responses.

- An Adult coloring program
 - A Citizenship program led by a representative from the Morris County Family Success Center
 - Another program on medicinal herbs
 - The Library is starting a “Last Tuesday of the Month” film series
- The Friends' Tea fundraiser at High SocieTea is full to capacity. The Friends expect to make at least \$250 with the fundraiser.
- The Mayor motioned and Marijane seconded the approval of the Director’s report. The Board approved the report unanimously.

Treasurer’s Report

- Marie and Louis met in February. The Borough was reimbursed for its December and January expenses on behalf of the Library. The December and January bills and revenues balance with the amount in the checking account.
- Louis asked some question about petty cash expenditures. The Director responded that the flower bins were painted in October but the Director did not ask for reimbursement until December. The double sided tape was purchased to hold the new wall cover in the children's toy room.

Louis also asked about the purchase of grapes and cheese for a program. The Director did not remember what those expenses were for. The Director said he will check on those expenditures and report to the Board

A discussion of spending money for refreshments at a library event ensued. The Director said these types of expenditures are common at other libraries. The Mayor suggested placing a cap on the amount spent for refreshments. Camille suggested that the information on the petty cash receipt be more explicit. The Director said he will make the vouchers more explicit and recommend an amount for the cap.

- The Mayor motioned and Louis seconded approval of the monthly bill list. The Board approved the list unanimously.

Old Business

None

New Business

- The Director asked the Trustees if they would like to have a common email account dedicated for Board business. The Board asked the Director to proceed and get an email which all Board members could use to conduct library business.
- The Director asked about the number of hours Board members spent on training. The members will get back to the Director on how many hours they spent on training as a Board member.
- The Director passed out the address list for the Board members and asked for any updates to it.
- There was a discussion of ways to the location of the Library in the rear of the building more visible. Some options were discussed. The Director will look into options.
- The Director sent notes he took from the New Directors' training workshops he attended.
- The Director proposed changes in the current policy on Internet access on public computers.

During the discussion, the Mayor asked about the posting of policies. The Director said he will work on posting of the Library's policies.

The Mayor motioned to approve the changes in this policy and Louis seconded the motion. The Board approved the motion unanimously.

- The Board discussed the issue of what to do with patrons with a large number of unreturned items. State law allows the Library to take a person to court for not

returning library materials. If a patron loses in court, he or she is liable for court costs. The Director said that court option will be used very judiciously.

- The Board gave a plaque to Marijane Brandau in grateful appreciation for her outstanding service and devotion to the Butler Public Library Board of Trustees

Meeting adjourned at 6:40 pm

Respectfully submitted,
Luis Rodriguez
Director, Butler Public Library