

The Butler Public Library Board of Trustees Minutes February 6th, 2025

Meeting called to order: at 7:02PM by Maryanne Hansich.

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

Roll Call:

Present: Maryanne Hanisch, Helene Donargo, Louis Coiro, Janet Kern,

Excused: Ryan Martinez, Camille Piccirillo

Unexcused: Jason Karpowich

Library Staff Attendance: Jenn Caputo

Public Attendance: none

President's Comments:

- Trustees reviewed the minutes from December.

Minutes: Helene Donargo motioned and Janet Kern seconded the motion to approve the January 6th, 2025 minutes as submitted. The Board voted unanimously to approve the motion.

Director's Report:

- Children's program attendance is good.
 - The kids came into the library to create Valentine's cards for the First Responders. The cards were mailed to Congresswoman Sherrill for distribution. A lot of kids made beautiful cards!
 - We held the very popular diamond dots program on Monday evening. The class made heart keychains. This program is held fairly frequently. Next month the group is making a St. Patrick's Day craft and followed by an Easter craft the following month. Check the website for sign-ups.
 - There was a guessing game to win tickets to the Growing Stage show in Newton, NJ. The kids had to guess the number of duplo blocks in the bucket. The kid who got the closest won two tickets to the show.
 - These programs are in addition to the two weekly storytime classes, a ceramic birdhouse craft class, a pillow tying class, and an ozobots class.
- Adult program's attendance for programs good
 - Crocheting class is back. A volunteer stepped forward to teach basic crochet skills. The class started this past Tuesday. The group of 10 adults will be beginning with a scarf. The class meets every other Tuesday.

- Chair yoga began again in January. We moved the class into the courtroom so there's more space. The two classes a week are full with 16 participants each.
- Zentangle class happened in January. The adults decorated leaves that joined together to make a wreath. The adults really like the class.
- Those programs are in addition to two book clubs, canasta, ESL classes, Friday night movie & Tuesday afternoon movie. Please check the website for the updated calendar!
- Wendy's fundraiser will be on Tuesday 2/18. The library will earn 15% of all sales from 5PM – 8PM. Please plan on visting!
- The next Board meeting is on Thursday, March 6th at 7PM.

Louis Coiro motioned and Janet Kern seconded the motion to approve the Director's Report as submitted. The Board voted unanimously to approve the motion.

Treasurer's Report

Treasurer emailed the Treasurer's Report ahead of the meeting to all Board Members.

Balances:

- The Provident Account is at \$138,490.27
- The NJCMF is at \$11,158.14 4.34% interest rate

The Board reviewed the Treasurer's Report. Helene Donargo motioned and Louis Coiro seconded the motion to approve the Treasurer's report. Maryanne Hanisch conducted a roll call on the motion to approve the Treasurer's Report and all voted yes on the motion.

Bills to Pay

- Petty Cash Reimbursement: \$341.83
- Borough: \$23,531.19
- Check to Friends: \$825.00
- Borough (asbestos abatement): \$2,000.00

Maryanne Hanisch conducted a roll call on the motion to approve the Bills to Pay. All board members voted yes on the motion

Old Business

- The proposed 2025 budget was presented. Maryanne Hansich questioned the fund balance allocation. It was explained that the balance was from the Provident account and it's held for the retirement fund and the capital funds to make improvements to the library. Helene Donargo motioned and Janet Kern seconded the motion to approve the 2025 budget.
- The borough employees received a 4% raise in January. The 5 library employees (Margaret, Arlene, Jenn, Lisa, and Karalyn) would like to receive the same

retroactive pay. Maryanne Hansich motioned and Louis Coiro seconded the motion to the 4% pay raise.

- Maryanne Hanisch conducted a roll call on the motions to approve the old business and all voted yes on the motions.

New Business

- The NJ State Library accuracy certification will need to be signed by the Board President. Because this meeting was on zoom and Camille Piccirillo wasn't present, this will be brought up again next month.
- The Main Annual Membership Agreement needs to be signed by Board President. Because this meeting was on zoom and Camille Piccirillo wasn't present, this will be brought up again next month.
- Deposited Cash Box and Coin Box revenues on 2/4/25
 - i. Circulation Cash Box: \$552.22
 - ii. Coin Box: \$28.00
 - iii. Chair Yoga: \$825.00
- Borough Payments:
 - i. Check #1619: \$28,209.82 given to Jim Kozimor on 1/3/25

Public Comments

Adjournment:

Maryanne Hansich asked for a motion to adjourn the meeting. Helene Donargo motioned and Janet Kern seconded the motion to adjourn the meeting. The Board approved adjourning the meeting.

The meeting adjourned at 7:18PM.

Respectfully submitted,

Jennifer Caputo (Acting Director)