

The Butler Public Library Board of Trustees Minutes November 7th, 2024

Meeting called to order: at 7:03 p.m. by Camille Piccirillo.

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

Roll Call:

Present: Maryanne Hanisch, Helene Donargo, Camille Piccirillo, Ryan Martinez, Louis Coiro,

Excused: Jason Karpowich

Library Staff Attendance: Jenn Caputo

Public Attendance: Janet Kern

President's Comments:

- Information regarding the rug will be discussed in Old Business.
- Trustees reviewed the minutes from June.

Minutes: Maryanne Hanisch motioned and Helene Donargo seconded the motion to approve the July 3, 2024 minutes as submitted. The Board voted unanimously to approve the motion.

Director's Report:

- September, October, and November agenda was distributed.
- Children's program attendance is good.
 - Halloween parade happened on Monday, October 28th. A lot of little kids paraded through the borough and into the senior center. We had close to 30 people including the kids, parents, and seniors from the senior center to make a craft.
 - Toys for Tots has begun. The box is out in front of the library. Every toy that is donated gets a raffle ticket to win tickets to the Growing Stage to see "Rudolph". We've had a couple of people already donate.
 - There's a scavenger hunt for Smokey Bear. You have to go around and count the little Smokey Bear signs. The kid that is the closest will win a stuffed Smokey Bear.
 - There's a pumpkin guessing jar at the front desk. Winner will get a Target gift card.
 - The First graders came on Monday. They got a tour of the library, their own library card, and zippered pouch to carry their card. We've had at least two kids return with their cards already.

- These programs are in addition to Story Times and Read with Corey on Monday evenings.
- Adult program's attendance for programs good
 - The Canasta program is on Fridays. We have typically 10 people. They stay a long time and play the game together.
 - Zentangle was a program last week. We had so many participants we had to have another session scheduled.
 - We also have ESL back on Monday evenings from 6PM to 7:30PM. No sign ups needed. There are advertisements around town and it is on our website.
 - The Knitting and Crocheting club is coming back first and third Tuesdays. There is no instruction, you just come with your supplies.
 - That's in addition to the book clubs.
- We will have a Wendy's fundraiser on Tuesday, 11/19 from 5PM – 8PM. There is a flyer at the front desk. We're putting it in every book that goes out. We're hoping to fundraise at least \$300.
- The next Board meeting is on Thursday, December 5th at 7PM.

Helene Donargo motioned and Maryanne Hanisch 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 Lakeland Account is at \$180,498.64 interest rate 0.15% (unchanged)
- The NJCMF is at \$11,037.55 4.79% interest rate (-0.15)

The Board reviewed the Treasurer's Report. Louis Coiro motioned and Helene Donargo seconded the motion to approve the Treasurer's report. Camille Piccirillo 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: \$248.72
 - Petty cash will be made out to Jenn.
- Borough: \$54,609.12
- Check to the Friends for chair yoga: \$275.00

Camille Piccirillo conducted a roll call on the motion to approve the Bills to Pay. Board members voted yes on the motion except for Ryan Martinez who abstained.

Old Business

- We got a new copy machine with fax capability. We would like to raise the price from 0.15 to 0.25 per page for black and white. Color copies will be 0.75 up from 0.50. Sending a fax is \$1.00 for Butler residents and 0.50 for each page after that. Non Butler residents are \$2.00 for the first page and \$1.00 for each page after that. Receiving a fax is 0.25 per page. The first notarization is free. After that it's \$1.00 max of 3 per day. Out of town residents is \$2.50 per notarization.
 - Maryanne Hanisch made a motion to approve new price schedule for printing, faxing, scanning. Helene Donargo seconded the motion.
- The holiday list of closures is included.
 - Helene Donargo made a motion to approve the 2025 library closure dates. Maryanne Hanisch seconded the motion.
- We can either go into a payment plan with the town about the rug payments or we can pay it in full. \$72,000 was the final number for the abatement. The Library is covering the cost of the rug. The borough is suggesting \$1000 per month for 6 years. Louis Coiro asked if there is interest on the loan. There is no interest on the loan. Ryan Martinez said the payment plan from the borough is a suggestion. Since there is no director's salary this year the money can be used toward renovations. Ryan Martinez asked if we want to pay it off over time or all at once. Camille Piccirillo said we are not fixed on that \$1000 per month, we can maybe pay a chunk and they repay the rest over time. The Imandt Fund has nothing to do with this. Camille Piccirillo said we can take some of the Provident funds and open up a new CD with it, gain the interest. It will be our debt to pay off. We could pay \$2000 per month and that would be over a 3 year term.
 - The library rug remediation for asbestos abatement is \$72,000. The Butler Borough will cover the full amount to satisfy the bill. The Library will then be in repayment for \$2000 per month for 3 years. Helene Donargo motioned to approve and Maryanne Hanisch seconded the motion.
 - Camille Piccirillo conducted a roll call on the motion to approve the Bills to Pay. Board members voted yes on the motion except for Ryan Martinez who abstained.
 - Ryan Martinez said he would contact Jim Kozimor on Friday to let him know the terms of the agreement.

New Business

- The holiday party will be on Thursday, December 19th. The library will close from 12PM – 2PM.
- Deposited Cash Box and Coin Box revenues on 11/6/24
 - i. Circulation Cash Box: \$211.45
 - ii. Coin Box: \$25.89
- Borough Payments:
 - i. Check #1611: \$43, 924.87 given to Jim Kozimor on 10/22/24

Public Comments

- Janet Kern is glad she is able to come.

Adjournment:

Camille Piccirillo asked for a motion to adjourn the meeting. Helene Donargo motioned and Maryanne Hanisch seconded the motion to adjourn the meeting. The Board approved adjourning the meeting.

The meeting adjourned at 7:23 pm.

Respectfully submitted,

Jennifer Caputo (Acting Director)