

The Butler Public Library Board of Trustees Minutes May 7, 2020 Meeting

Meeting called to order: at 6:12 p.m. by Camille Piccirillo.

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

*The meeting was held on Zoom and followed the OPMA guidelines for a virtual meeting during an emergency. Kristen Talbot of the Library was in attendance to help Board members and others join the meeting.

Roll Call:

Present: Robert Alviene, Helen Donargo, Maryanne Hanisch, Nancy Moody, Camille Piccirillo, and Luis Rodriguez.

Excused: Suzanne Greco and B. Karpowich

Minutes:

M. Hanisch motioned that the minutes of the April 2, 2020 meeting be approved as submitted.

N. Moody seconded the motion. The Board voted unanimously to approve the minutes.

President's Comments

The President started her comments by noting that these are crazy times. She is glad that the Library is available online give the community things to read and watch. She is also glad that everyone is happy and healthy!

Director's Report:

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

- The Library continues to do things to try to connect with people virtually.
- Patrons are using our online resources.
- Overfilling the book drop was a concern. But that is working out. Staff, usually Margaret, is checking and emptying out. What we did before we closed and continue to do is to take items out of the book drop, put them into a bag, and quarantining for a week. Staff are using gloves when doing this.
- The Director has been researching to see how long the virus could last on a surface.
- The Director had a "how to use Zoom" program. It went well. One problem was that it was hard to help people with devices the Director was not familiar with. The Library may offer the program again, later in the day. The Board thought that a good idea.
- The Director is looking to learn to use Google Meet to help patrons remotely, especially with using the Library's online resources.

- The Library will also subscribe to software which allows staff to help a patron using a public computer remotely - from the Circulation desk for example. This way the staff member does not need to get near the patron to help use the computer, the internet, or find forms.
- The Director said that the comic books the middle school students made are being posted on Facebook. They are being well-received.

N. Moody thought that parents are having a hard time helping their children with school work and so may not as much in need of programs for students.

N. Moody motioned to accept the Director's report. H. Donargo seconded the motion. The Board approved the report unanimously.

Treasurer's Report

The Treasurer gave the following report:

There is \$65,764.39 in the New Jersey Cash Management Fund. There is \$4,502.76 in the Lakeland checking account.

The Director sent a list of vouchers to be paid to the Board members. Jim Kozimor said the Borough will continue to pay the vouchers while the Library is closed. The Library will reimburse the Borough when the Library re-opens.

The Treasurer said that the interest in the checking account is down to 0.25%.

The Director said the Library is looking to do programs on what can be done during the crisis. Kristen mentioned her program on financing during this period.

H. Donargo motioned to accept the Treasurer's report. N. Moody seconded the motion. The Board held a roll call vote and the report was approved unanimously.

The Board held a roll call vote to approve payment of the vouchers. The motion was approved unanimously.

Old Business

Proposed Budget

The Director said that most likely the Library will have to move monies from one account to another because the Library will incur unanticipated expenses because of the crisis. He recommended delaying approving the budget. The Mayor said that this can be handled by

transfers later in the year. The Board voted on the budget as presented. A roll call held and the 2020 budget, as submitted to the Board on April 6, 2020, was approved.

The Director said the Library will collect in less in fines because of its closure. This was taken into consideration in the budget presented to the Board.

Re-Opening and Voluntary Furloughing of Staff

The Board discussed a voluntary furlough of staff. The Director needs to submit a plan to the Civil Service Commission thirty days after offering the option to staff. The Board suggested the Director see who is interested before proceeding further. Two Library staff members who attended the meeting said they would not consider a voluntary furlough. The Director will ask his staff about the furlough and get back to the Board on interest in the furlough.

He also presented some issues the Board will have to deal with when staff returns to the Library and when patrons are allowed back into the Library. The Director will present a plan to the Board for its next meeting. He will also share the plan with the director of the Butler Health Department.

New Business

There was no new business on the agenda.

Other Items Discussed

N. Moody asked the Director to try to provide reports and other documents the Board needs to consider thoroughly as early as possible.

The President asked the Board to respond that the member has seen the important documents. She suggested using Read/Receipts as one way to do this, especially if the matter is urgent.

Public Comments

There were no public comments.

Adjournment

H. Donargo motioned to adjourn the meeting. M. Hanisch seconded the motion. The Board unanimously voted to adjourn the meeting. The meeting adjourned at 7:09 p.m.

Respectfully submitted,

Luis Rodriguez