

The Butler Public Library Board of Trustees Minutes

April 7, 2016

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: Alex Anemone, Robert Alviene, Louis Coiro, Camille Piccirillo, Marie Pra and Luis Rodriguez (Library Director, ex-officio).

Absent: Marijane Brandau and Karen Basse.

President's Comments:

C. Piccirillo spoke about the notes the Director sent on his attendance at the New Directors' workshop. One of the notes mentioned that the Treasurer should be bonded. After some discussion, the Director will investigate the status of the Treasurer bonding and report back to the Board.

Previous Minutes

R. Alviene motioned and M. Pra seconded that the minutes of the March 3, 2016 be approved without changes. All members of the Board approved the minutes, with A. Anemone abstaining because he was excused from the March 2016 meeting.

Director's Report:

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

- The Director discussed what he found out about additional signage pointing to the Library. He said that it was the opinion of the Library staff that an unanchored tripod sandwich board sign would be stolen or vandalized. He noticed that the Borough sign closest to the fence in the front of Borough Hall was worn. The Mayor asked the Director to speak to the Borough administrator to see if the DPW could replace the sign.

The Director asked the Board if it thought another library icon site with an arrow pointing towards the Library located by the edge of the building before it juts

(where the generator is located) would help. The Board thought it would. The Director will speak to the Borough administrator to make sure the Borough is OK with the new signage and then proceed to purchase and install the signage.

- The Director mentioned Tri-State Ford's sponsorship of the Library's participation in mouse.org. Mouse.org will provide the Library with curricula and materials for the Library to provide technology programming for middle school and high school students.
- The Director spoke about this year's survey submitted to the State Library. He noted that attendance at programs increased from 2014 to 2015. For the next Board meeting, he will do a four month comparison of 2014 and 2015 statistics.
- He encouraged the Board to attend the Adult Coloring Program.
- A. Anemone motioned and R. Alviene seconded the approval of the Director's report. The Board approved the report unanimously.

Treasurer's Report

- L. Coiro sent an email to the Board with a spreadsheet noting he has reviewed the following: the February and March 2016 vouchers and the February petty cash. He mentioned that he was missing the petty cash justification for March. The Director said he did not do the March justification because the Library petty cash account has not been reimbursed for several months and he has had to "float" that account his own money. Because of this, he did not want to cause more confusion by doing a justification for several months. He will do the March justification for the next meeting.
- The Director spoke about some of the questions the Treasurer had. The Treasurer was concerned that an unofficial form was used for a travel reimbursement for the Director's travel. The Mayor suggested that a more official looking form be developed. The Director will do this.

The Treasurer asked about a voucher for a magic program. It was dated in November for a program in March. The Director will verify that the November date was when the presenter signed the voucher to allow payment not the date

of the program.

- A. Anemone motioned and R. Alviene seconded a motion to accept the Treasurer's report and to approve the payments of the March 2016 vouchers. The Board approved the motion unanimously.

Old Business

- The Director shared the wording of an email he would send to patrons with long overdue items and a copy of the law relevant to this issue. The Board was fine with the wording of the email.

New Business

- The Board decided to delay its review of the proposed solicitation policy until the next meeting.
- The issue of a 2% raise for Library staff, consistent with what Borough employees received, was tabled until the formal Library budget was approved.
- C. Piccirillo brought up the issue of removing the names of the former Treasurer and President from the Lakeland Bank account signature card and adding the names of the new Treasurer and President. There was some confusion between what the two branches of the Lakeland Bank told the former Treasurer and the new President. M. Pra will check into this issue.
- C. Piccirillo reminded the Board members to complete their Financial Disclosure Statement.

Meeting adjourned at 6:30 pm

Respectfully submitted,
Luis Rodriguez
Director, Butler Public Library