

## **The Butler Public Library Board of Trustees Minutes August 4, 2016**

**Meeting called to order:** by Camille Picirillo at 6:05 P. M.

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

**Roll Call:**

Present: Robert Alviene, Karen Baase, Louis Coiro, Maryanne Hamisch, Camille Picirillo, and Luis Rodriguez (Library Director, ex-officio).

Excused: Marijane Brandau and Mario Cardinale (Interim Superintendent of Schools).

**President's Comments:**

No comments.

**Previous Minutes**

R. Alviene motioned and M. Hamisch seconded that the minutes of the July 7, 2016 meeting be approved without changes. All members of the Board approved the minutes.

**Director's Report:**

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

- He mentioned the fine job which the Butler High School National Honor Society students are doing this summer with elementary school children who need help with their reading. The program is led by Joy Johnson, the ESL Coordinator for Aaron Decker.
- The Library made \$453 in its June book sale.
- The staff raises were made retroactive to May 2016. In 2015, the raises were made retroactive to May 2015.
- The Library shared a table with the Butler Recreation Department and the Economic Development Committee at the National Night Out event. It seemed like more people came to the table this year than at last year's event.

**Treasurer's Report**

The Treasurer, Board President, and Director discussed the issue with the Director not being able to cash checks at Lakeland Bank. The Board President said she talked to the Bank and they said as per their policy, they will not cash any checks over \$200 if the person cashing the check does not have an account with the Bank.

L. Coiro motioned and R. Alviene seconded the motion to approve the payments on the monthly bill list. The Board voted to approve the motion unanimously.

### **Old Business**

None

### **New Business**

The Director passed out the 2015 Auditor's Report. He noted that the Library's checking account balance at the end of 2015 was \$70,950. He said that there were some new recommendations and they were related to the problems with getting the new officers' names and signatures onto the signature cards at Lakeland Bank.

He said that the Auditor recommendation to make deposits every two days was cumbersome since there are periods of the year in which the Library does not collect much money each day and he would be making trips to the Bank to deposit small amounts. He asked the Board if he could make deposits when the deposit amount reached \$200.

The Director also said he was instituting the counting of money at the Circulation Desk in the morning. This led to a discussion the result of which was that the Board asked the Director to institute procedures in which the money would be counted in the morning and at the closing of the Library and be placed in his office in a secure place. The Board also asked him to have the lock on his office door changed so it could be locked.

The Board President reported that she signed up for the Trustee training institute. The Director reminded Board members to record their training for the State survey.

The Board President said she would get an updated contact information sheet at the next meeting.

The Director discussed the PSE&G grant Science SPARK grant he is writing and will soon submit. The grant asks for funding for a stipend for a teacher to be with the Director when he leads a mouse.org Web Maker program in the computer lab in the middle school. With the stipend, up to 30 students could participate in the program. The grant also asks for funding for a Green Tech program and for a program using Lilypad Arduinos and sewing machines as a way to attract more girls. If the Library gets the grant, equipment purchased with grant money will be shared with the Bloomingdale Public Library.

Adjournment

With no public comments, R. Alviene motioned and K. Basse seconded that the meeting be adjourned. The meeting was adjourned at 6:33 pm

Respectfully submitted,

Luis Rodriguez