

## **The Butler Public Library Board of Trustees Minutes May 5, 2016**

**Meeting called to order:** by Camille Piccirillo at 6:12 P. M.

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

**Roll Call:**

Present: Robert Alviene, Karen Baase, Marijane Brandau, Maryanne Hanisch (replaced Marie Pra), Camille Piccirillo, and Luis Rodriguez (Library Director, ex-officio).

**Absent:** Louis Coiro. Former Superintendent Anemone's replacement has not yet been named.

**President's Comments:**

C. Piccirillo welcomed Maryanne Hanisch to the meeting.

**Previous Minutes**

R. Alviene motioned and K. Baase seconded that the minutes of the April 7, 2016 meeting be approved without changes. All members of the Board approved the minutes, with M. Hanisch abstaining because she is new to the Board.

**Director's Report:**

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

- He discussed the statistics for the year to date on the circulation of Library materials, the number of people coming into the Library and the number of people attending its programs. When compared to the similar statistics for 2014 and 2015, all of these statistics have increased.

	A	B	C	D	E	F
1	<b>Activity Review</b>	<b>May-16</b>				
2						
3	<b>Patrons</b>	People Count	New Reg.			
4	2016	15240	82			
5	2015	14440	105			
6	2014	14438	104			
7						
8						
9	<b>Circulation of Items</b>	Items Taken Out	Total Checkouts	Items Renewed	Transactions	
10	2016	7561	10211	3558	13769	
11	2015	6859	9259	3023	12282	
12	2014	7497	10601	2774	13375	
13						
14	<b>Program Attendance</b>					
15	2016	1900				
16	2015	1587				
17	2014	873				
18						
19						
20						

- He mentioned his involvement on a MAIN committee to improve services which MAIN libraries provide to local businesses. The MAIN Group is working with the Northwest New Jersey Small Business Development Center to begin a Million Cups of Coffee program at the Kinnelon Library to start and then over MAIN libraries afterwards.
- The Last Tuesday Afternoon program – the first in this series – had an attendance of eight. The Director thought this was a good start for the series.
- In the summer, the Library will start a Rubiks Cube club and a Cup Speed Stalking club. We hope to attract middle and high school students to the programs.
- The Director followed up on questions and suggestions the Board had at its April meeting.
  - Arlene Walk created a professional looking mileage form which staff will use when asking for travel reimbursement.

- In looking at past minutes, he determined that the Board Treasurer does not need to be bonded. The Treasurer is bonded by the Borough on the Library's behalf.
- A question was raised as to why the voucher to pay Scott Morley for an April magic program had a November 2015 date next to Mr. Morley's signature. The date was the date Mr. Morley signed the form not the date of the program.
- A question was raised concerning a \$4.28 petty cash expenditure for an adult program. The receipt was for four table cloths purchased at a Dollar Store Slip. The Dollar Store register receipts do not have a logo or any information on what was purchased. In the future, the Director will provide more information on the register receipt and on the petty cash form.

The Mayor motioned and M. Brandau seconded accepting the Director's report. It was approved unanimously.

### **Treasurer's Report**

The Treasurer was not present. The Board did vote unanimously to approve the payment of the bills for April 2016.

### **Old Business**

The Board President discussed the ongoing difficulty in getting the names of the new Treasurer and President on the signature card at the Lakeland Bank. In addition, the names of the former President and Treasurer need to be removed. No checks can be written until this change is made. M. Brandau said she will sign the letter to Lakeland authorizing these changes.

At a past meeting, the Mayor said the Library should have its policies posted in a public area. The Director said that posting all of the Library's policies in such an area would be difficult since the Library does not have a board which could accommodate all of its policies. To address this issue, the Director said he would post a sign stating that the Library's policies are available for review at the Circulation Desk.

### **New Business**

- The Director asked that the proposed solicitation policy be withdrawn and discussed at the next Board meeting.
- Proposed Budget - The Director explained to the new member the background on the Library budget and the decline in the 1/3 mil funding and an increase in personnel costs because he had to become full-time in order for the Library to remain in the MAIN

Consortium. In addition, he pointed out that for the last two years if not longer, the Library has been meeting its budget by using in the checking account balance. While it does have a reduction from the previous year's budget allocation in certain lines, in the end the proposed budget has more expenditures than revenues. The balance in the checking account can handle the negative amount in the budget this year, but it most likely will not be able to do so next year unless the Board takes some actions. The Board began a discussion of what to do about this situation.

The Director said he could offer some options on how to deal with this situation at the next meeting. The Director asked the Board to re-consider its decision to not use the principal in the Imandt Fund. An extensive discussion ensued on the use of Imandt Fund money. No decision on the reconsideration of that policy was reached. The discussion will continue at the next meeting.

A question was raised about Mrs. Imandt's intention on the use of the donation. The Director said he will make a copy of the section of her will which discusses the donation.

Fund-raising was mentioned as an option. The Director mentioned his discussion with the chair of the Butler Economic Development Committee to host a joint fundraising "Taste of Butler" event at Ramsteins in October.

- Raises: Since the budget was not approved, the Board tabled the discussion on raises for the Library staff until its next meeting.

The meeting ended at 6:49 p.m.

Respectfully submitted,  
Luis Rodriguez  
Director, Butler Public Library