

The Butler Public Library Board of Trustees Minutes November 3, 2016

Meeting called to order: by Camille Picirillo at 6:02 P. M.

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

Roll Call:

Present: Robert Alviene, Karen Baase, Mario Cardinale, Helene Donargo, Maryanne Hanisch, Camille Picirillo, and Luis Rodriguez (Library Director, ex-officio).

President's Comments

C. Piccirillo said that Louis Coiro resigned as Treasurer and from the Board because of the increased duties of his new job. M. Hanisch volunteered to take on the Treasurer's duties. Everyone breathed a sigh of relief and gratitude. L. Rodriguez discussed the duties of the Treasurer. R. Alviene said that the Treasurer should contact the President of any problems with the review of the monthly bills and petty cash.

The President also said that that the signature cards for the Library checking account and for the Imandt Fund need to be changed and that Lakeland Bank asked for a resolution approving these changes. The changes would be:

Checking Account: Remove Louis Coiro and add Maryanne Hanish to the signature card.

Imandt Fund: Remove Maria Pra and Marijane Brandau and add Camille Piccirillo and Maryanne Hanisch to the signature card.

C. Piccirillo reminded the Board to record their time spent on training so that the Library can meet its required seven hours of training.

C. Piccirillo also asked the Board to invite anyone who has a concern or suggestion about the Library to a Board meeting so that the Board could discuss these with the person.

Minutes:

R. Alviene motioned and M. Hanisch seconded that the minutes of the September 1, 2016 meeting be approved. 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:

- The Director thanked Mario Cardinale for the support the school system has given the Library. Mr. Cardinale said that the schools have enjoyed working with the Library as well.
- The Taste of Butler event on Friday, November 4 is sold out. The Director asked the Board what it thought of holding a Taste of Butler event in the spring. The Board thought we should wait until we get feedback from those who attended the event before deciding. The Library will get over \$2000 from the event.
- The third of a mil rate will go down by around \$3800, depending on successful tax assessment appeals, in 2017.
- The Director shared a 9-month budget status report he prepared. It shows that the projected deficit in expenditures in 2016 will go down from the amount projected in the approved 2016 budget. The Board asked that it be given a firm figure on the amount of money in the Imandt Fund before it considers how much of the Fund's principal it will approve using in 2017. C. Piccirillo will get the figure from Lakeland. A discussion of the Fund and mil rate followed. The Director said he would resend to the Board the proposal on actions which the Library could take to deal with reductions in revenues it receives or collects.
- The Library did not get a grant from the PSEG Foundation. We are waiting to hear from the Gannett Foundation on that application. The Gannett Foundation grant application is to purchase a Mac-book and two digital cameras to support the creation of stop-motion animation for the younger children. Older students would use the digital cameras to interview Butler residents and tie those interviews to aspects of United States history. The Director asked the Board if it was comfortable with lending the cameras to Butler non-profits if not in use for children and young adults programs. The Board was comfortable with this.
- The Library's network is being upgraded. The Director asked the Board to let him know of any business owners who might be interested in the Million Cups of Coffee initiative.
- K. Basse motioned and M. Hanisch seconded a motion to approve the Director's report. All voted in favor of approval.

Treasurer's Report

The Treasurer's report was tabled. M Cardinale motioned and K. Basse seconded the motion to approve the payments on the monthly bill list. The Board voted to approve the motion unanimously.

Old Business

- No old business

New Business

- Closing Dates: The Director gave the Board a list of proposed dates on which the Library would close. They are the same as the closing dates approved for 2016. The only difference is that the Director is proposing that the Library be closed certain Saturdays immediately before or after a major holiday. M. Hanisch motioned and K. Basse seconded the motion to approve the closing dates proposed by the Director. The Board approved the motion unanimously.
- Imandt Fund Resolution: R. Alviene motioned and M. Cardinale seconded the motion to approve the following revisions to the signature cards for the two Library accounts at Lakeland.

Checking Account: Remove Louis Coiro and add Maryanne Hanisch to the signature card for this account.

Imandt Fund: Remove Maria Pra and Marijane Brandau and add Camille Piccirillo and Maryanne Hanisch to the signature card for this account.

The Board approved the motion unanimously.

- The Director asked that his hourly pay be increased by 2%, the same amount of an increase which the Library staff and Borough employees received this year. C. Piccirillo motioned and R. Alviene seconded the motion to approve this increase. The Board voted unanimously to approve the motion.

Adjournment

With no public comments, R, Alviene motioned and K. Basse seconded that the meeting be adjourned. The meeting was adjourned at 6:31 p.m.

Respectfully submitted,

Luis Rodriguez