

The Butler Public Library Board of Trustees Minutes September 1, 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, Maryanne Hanisch, Camille Picirillo, and Luis Rodriguez (Library Director, ex-officio).

Absent: Marijane Brandau, Mario Cardinale (Interim Superintendent of Schools), and Louis Coiro.

President's Comments:

C. Picirillo said that she will not be able to attend the Trustees workshop. She also asked members to provide current contact information.

Previous Minutes

K. Basse motioned and M. Hanisch seconded that the minutes of the August 4, 2016 meeting be approved with the corrected spelling of M. Hanisch's name. All members of the Board approved the minutes with this correction.

Director's Report:

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

- The 3D printer purchased by the Friends is now working. We are starting to learn how to use it. Carolyn Marrin has taken charge of learning how to use. Arlene Walk has spoken to Michelle Henning about having ADS students learn to create a file for the 3D printer. The Library's 3D printer will be used to print the object designed at ADS.
- Arlene Walk and Luis Rodriguez had a very good meeting with School staff: Superintendent Cardinale, Richard Butler School Principal James Manco, Kevin Kelly from the High School, and Evelyn Horner, who coordinates technology at the High School. The Library and the Schools discussed applying for a mobile Makerspace grant from the State Library.
- The Friends held a fund-raiser and did well.
- Taste of Butler will be held on Friday, Nov. 4 from 7 pm to 10 pm. To get more restaurants to participate, we will have to provide servers. Based on the turn-out at the

Friends' fund-raiser, the Director thinks we will have a good turn-out at Taste of Butler. It seems people in the community will come with friends to community events.

M. Hanisch motioned and K. Basse seconded a motion to approve the Director's report. All voted in favor of approval.

Treasurer's Report

L. Coiro was not present so there was no Treasurer's report. K. Basse 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

The President asked about the status procedures for cash at the Circulation Desk. The Director reported that the Library will buy a wall-mounted drop box, to be mounted in his office, and that money will be counted in the morning and at night. Any amount over \$50 will be deposited into the wall-mounted safe and the Director's office door will be locked shut.

In response to a question about deposits, the Director said that he would like to make deposits when the cash on hand reaches \$200 (instead of the Auditor's recommendation that the money be deposited every other day). He said that at certain times of the year, such as in the winter, the Library collects so little money each day that going to the bank to make a deposit is not time-effective. The Board said it had no problem with making deposits when cash on hand reached \$200.

On a question about the status of petty cash, the Director said that the petty cash account has not be reimbursed nor has he been reimbursed for using his own money to allow for purchases usually paid for by petty cash. To create enough money for petty cash and to reimburse the money he lent to the petty cash fund, the Director is using some of the money collected at the Circulation Desk to reimburse himself and to establish a petty cash fund. The Mayor asked The President to contact the Treasurer to see if the petty cash account can be managed in a more timely manner.

New Business

The Mayor asked members to attend the September 11 memorial and discussed why the event this year is very important.

Adjournment

With no public comments, R, Alviene motioned and K. Basse seconded that the meeting be adjourned. The meeting was adjourned at 6:20 pm

Respectfully submitted,

Luis Rodriguez