

## **The Butler Public Library Board of Trustees Minutes July 6, 2017**

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

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

### **Roll Call:**

Present: Robert Alviene, K. Basse, M. Cardinale, H. Donargo, Maryanne Hanisch, Becky Karpowich, C. Piccirillo and Luis Rodriguez (Library Director, ex-officio).

### **Minutes:**

R. Alviene motioned that the minutes of the June 1, 2017 meeting be approved as submitted to the Board. H. Donargo seconded the motion. The Board approved the minutes as submitted.

### **President's Comments**

The President attended the Taste off Butler event. She said it was a very nice event. The Director said that the Library and EDC plan another Taste of Butler in November.

The President also said that she was at the Middle School graduation and two students received awards for working at the Library.

### **Director's Report:**

The Director gave a written report to the Board. He highlighted some items from the report:

- He did a mid-year comparison and found that while overall attendance is down, attendance at programs has increased by a good amount.
- The Library is now distributing Baby Boxes. We had our first person come to get a Box.
- The Summer Reading Program kick-off went very well and was very well attended.
- The Library held a graduation ceremony for the middle and high school students who participated in recent science and technology programs. Thirty two people attended the ceremony. The Friends paid for the refreshments.

- Mouse likes what the Library is doing with its program. Because of that, it gave us access to the Mouse programs for free for one more year.
- The Library will be distributing glasses to allow patrons to view the eclipse.
- The Library and schools continue to cooperate. Joy Johnson has gotten a good number of National Honor Society students to volunteer to help young children Joy has identified to practice reading.
- The Friends has donated \$600 to our Summer Reading program. It paid for a staff member to attend a STEM program at Rutgers. They are also paying for a laptop and one monitor.
- Bruce Levendusky found a room where he could install an outlet and did so. This will allow the Library to convert the room to a study room with access to electricity for a laptop.
- The auditor sent the Director a draft report for his review.
- The Director created guides to online resources for students to improve their math, science, reading and writing skills.
- Elias Rozassas, a Butler high school student, volunteered to help Butler students with their summer math packets.

M. Hanisch motioned and M. Cardinale seconded the motion to approve the Director's report. The Board unanimously approved the report.

### **Treasurer's Report**

M. Hanisch reported she paid the petty cash and the Borough. The balance at the end of May was \$84,419.96. The Treasurer spoke about payments in June. She looked at the vouchers and found everything good.

The Director shared his half year budget review with the Board. Spending is on-track with the amounts budgeted towards expenditures.

The list of bills to be paid was circulated for Board approval as well.

M. Cardinale motioned and H. Donargo seconded the motion to approve the Treasurer's report and the bill list. The Board unanimously approved the report.

### **Old Business**

#### **Reinstituting Annual Review of Staff**

The Director asked the Board if he could do an annual review of staff, but not tying the review to any merit increases. The Board was in approval of the review and asked the Director to let staff know that a Board member can sit in on the review if the staff member if requested.

#### **Carpet Cleaning**

The Director received three quotes for cleaning the Library's carpets. The two lowest quotes were a few dollars apart. The Board asked the Director to contact the companies with the two lowest quotes and ask them if they could lower their quotes.

### **New Business**

No new business.

### **Public Comments**

None

### **Adjournment**

With no public comments, M. Cardinale motioned and M. Hanisch seconded that the meeting be adjourned. The Board unanimously approved the motion.

The meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Luis Rodriguez