

The Butler Public Library Board of Trustees Minutes June 1, 2017

Meeting called to order: by Camille Piccirillo at 6:03 P. M.

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

Roll Call:

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

Absent: M. Cardinale

Minutes:

R. Alviene motioned that the minutes of the May 4, 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 asked the members to promote the Book Sale and Taste of Butler.

Director's Report:

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

- Taste of Butler – we sold about 50 tickets so far, but sales have picked up lately.
- The women's room was painted.
- The Director was able to give old equipment to a group in Randolph which takes out-of-date computers.
- The Director asked for suggestions how to get a truck to go to Newark to pick up free bookcases. The Board said that the Director should use the Home Depot service if he cannot find free resource to use.
- A new edition of Book Ends will soon be coming out (for July, August, and September).

M. Hanisch motioned and B. Karpowich 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 April 2017 was. The Director noted that we received the 2nd quarter check from the Borough.

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

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

Old Business

Update on the By-Laws: The Director has typed them for review by the Board. Please send any suggested changes the Director so he can incorporate them into the draft to be reviewed by the Board. The Mayor said that the typical process for approving by law changes is to have the by-law changes reviewed at three meetings. The Director suggested that the Board consider a process by which a motion could be approved via email. This would be used in the case of an extreme emergency requiring immediate action.

Proposed 2017 Budget: The Borough has passed its budget. The Director provided a draft of the 2017 Library budget to the Board to consider. The Director gave out two documents related to the Library's proposed budget. Director is trying to keep increase in budget as low as possible. The 2017 budget includes \$30,000 from Imandt fund to be used if needed. The Director also gave out first quarter comparison for 2016 and 2017. Director has been trying to keep personnel costs down by not always having a third person to make sure library always has two people on staff.

H. Donargo motioned and M. Hanisch seconded the motion to approve the 2017 budget as submitted by the Director. The Board held a roll call vote. All Board members present voted to approve the budget as submitted by the Director.

New Business

Staff Raise: The Director asked the Board to approve a 2% raise, effective on the next pay period. It is also more or less consistent with the raises for Borough employees. This amount has been factored into the approved budget. The Board approved the raise.

The Director said he would like to discuss at another meeting reinstating formal staff evaluations at another meeting.

Public Comments

Members of the Friends of the Library group attended the meeting. One asked about the status of upgrades to the Ladies' rest room. Director said he forgot to tell the Borough

Administrator about the areas which needed addressing. He will let the Borough Administrator know about the need for repainting the walls and door, cleaning stains on the stalls, and for a new sink trap after the meeting.

The Director also mentioned that the rest room signage is on order.

The Director mentioned that a new roof is being planned for the Library part of the building. The Friends were very happy to hear that.

Adjournment

With no public comments, H. Donargo motioned and K. Basse seconded that the meeting be adjourned. The Board unanimously approved the motion.

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Luis Rodriguez