

The Butler Public Library Board of Trustees Minutes May 4, 2017

Meeting called to order: by Camille Piccirillo at 6:04 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).

Excused: M. Cardinale & Becky Karpowich.

Minutes:

M. Hanisch motioned that the minutes of the April 6, 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 reported that she could not make the Trustees' training program. She discussed the upcoming Taste of Butler event. Ten restaurants have signed up so far to serve food. The Director mentioned that there will be a system to control the size of portion a person takes. At the first Taste of Butler, some attendees took very large portions of a restaurants food, thus not allowing others to taste the food.

Director's Report:

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

- The Director mentioned that attendance at some programs has been very good. The psychic medium program, held in the Court Room, drew a large crowd. Attendance at the Last Tuesday Afternoon of the Month movie series has grown dramatically from when the series started. We also had a large turnout for the Family Movie Night program.
- The Library sold a good number of books during its Gift-A-Book program. On top of the money collected by those sales, the Friends donated \$200 to be used to purchase children's books.
- The Butler High School yearbooks have been digitized and the Director has a copy of the DVDs.

- The schools will let the Library to borrow Chrome books during the summer. This will allow the Library to hold events where all participants need access to a computer or laptop.
- The Library has been asked to become a site for new or expecting parents who have completed an online course to get a Baby Box. This is a state sponsored initiative to reduce the number of babies who dies from sudden infant's death syndrome.

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

Treasurer's Report

M. Hanisch reported the balance in the checking account as of 03/31/2017 was \$63,279.42. The April check to the Borough is not included in this amount.

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

K. Basse 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

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