

BUTLER PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING MINUTES

April 2, 2015

The Board of Trustee meeting is called to order by Marijane Brandau at 8:09 P. M.

Roll Call: Present: Marijane Brandau, Marie Pra, Mayor Alviene, Camille Piccirillo, Karen Basse. Margaret Assante is present as Acting Director. Not present: Louis Coiro.

Presidents Comments: There are two people interviewed for the position of Director. The Board decided on one of the candidates and will call to offer the position tomorrow.

Minutes: A motion is made to approve the minutes by Marijane, the Mayor seconds the motion. All approve.

Library Report: This is a long report because it covers two months. The new copier was installed February 20 and finished on February 23. All print jobs go from the public computers to the copier and are printed after the money is deposited in the coin box. This requires re-educating the staff in order to educate the public on the proper procedure.

I posted the Board of Trustee meeting dates in the Trends.

Marie asks about the posting in Borough Hall. Margaret states that she was not aware of that requirement. Marie says it definitely needs to be posted in Borough Hall and needs to be posted in three places.

Marie asks if the Board ever voted on the days that we are meeting. Marijane says that they never did.

Margaret says that it is the first Thursday of every month. Marie inquires if we need to change the day in July because of the 4th. Camille says it is not a conflict this year.

Mayor says we should make a motion that it is the first Thursday of every month. The motion is seconded and approved by all.

The New Jersey State Library Report was finished and submitted successfully on March 13th.

I would like to address the issue of staff raises. It would be so much easier for the staff raises to be issued all at the same time rather than stagger them throughout the year with the chance that someone would be left out unless you wish to return to the review and merit raise system. I would also like to address some pay issues concerning a few of the staff members. I do not know if you wish to take this discussion off the record since I need to name the staff members.

The Mayor says we need to go into closed session for that.

Marijane says that the staff gets raises in January. Margaret states that the raises are voted on but the raises are issued on the date of hire. I was thinking that it would be easier to give the raises all at once, say in April, after the budget is approved.

The Mayor asks Marie when the Borough employees get their raises. Marie responds when the Budget goes through.

Margaret says that once the budget is passed, it would be easier if you are not going to do reviews and merit raises to give everyone the raises at the same time.

Mayor asks if in the Civil Service system there can be a merit raises. He says that no one gives merit raises any more.

Margaret asks if the Board wants to have raises all at the same time or to stagger them through the year at the date of hire.

Marijane says why not keep it on the date of hire, why change.

Margaret states that it is just easier to do it at the same time. Let's make it the first pay period after the budget is approved.

Camille makes a motion to allow the raises a week after the budget is approved. Marijane seconds the motion. A roll call is made. All vote yes except the Mayor who abstains.

Please see our "Book Ends" to stay connected to what is going on in the Library. I included a copy in your packet. Check out our WEB site at butlerlibrary.org.

I have with me the individual cards for membership in the NJLTA and will distribute them now.

There are several issues with the physical plant that need to be mentioned. First the entrance- namely the very attractive dumpsters right alongside our entry. I brought with me a picture recently taken of that sight. As you can see it is quite an eyesore.

The next item is inside the library. We are paying to use the Borough cleaning people to take care of keeping the library looking good. The cleaners are supposed to vacuum the rugs, clean the bathroom, replenish bathroom supplies, and empty waste cans. They empty the waste cans and replenish bathroom supplies. There is very little or no vacuuming of rugs since the same dust lint and paper pieces are still on the rugs from week to week, there are dead leaves on the floor in the large print room that have been there for months and the Bathroom floor has never been mopped. We have in the past reported these findings to the Borough, but the situation remains the same. Marijane asks if we can get our own cleaning people. The Mayor says it will cost more money. We need to find out why the cleaners are not doing the job. Margaret states, maybe some of the Board members would get a better outcome if they complained.

The last issue is the carpets. We had some leakage from the roof onto our carpets. There are several discolored and missing ceiling tiles. Our carpets are stained and smell moldy. We need to have the carpets cleaned and require the Borough to pay at least part of the cost. I have included several cost estimates.

We also would like the board to consider asking the Borough to reduce the amount it charges the library by at least \$5000.00. Our budget is very tight and since we cannot use the Imandt Fund, we need to find some moneys from other sources.

The library needs to add additional shelving for books on tape. Our current shelves are over full. There is a copy of the last invoice from the shelf that Rochelle ordered and a few I found from different sellers.

Arlene, our Children's Librarian, has been gathering support from the community for the children's summer reading program. The friends have purchased a popcorn machine for the opening of the summer programs and also for our movie nights. The Friends will also supply money for some of the summer programs. Applebee's has given a gift certificate for two dinners. Domino's has contributed 10 free pizza coupons, The Shannon Rose gave us a fifty dollar donation. Jamie from AAMCO Transmissions, who is president of the Butler Chamber of Commerce has donated a large number of DVDs and CDs. Arlene has worked very hard doing this, going above and beyond, traveling to places to talk with people and ask for help.

Marijane says A.J's is willing to give.

The Library is doing the Gift-A-Book sale this April again. This program is always successful. The books are purchased by our patrons and donated to the library for the children's section.

Also we have a program shared with other libraries in Morris County called "Step into a Story." The children visit as many libraries as they can and fill out a form at each library. At the end of the month a child's name will be drawn to win a prize.

We are also doing a reading challenge in April where an adult and a child will each win a prize for reading the most books during the month.

The library has put up a display during the month, "Holocaust Remembrance Week", April 9th through April 16th. This display was put together by Karen Bartole to inform and educate so that this never happens again.

I am submitting the budget for 2015.

Also in your packet are expenses for March, the circulation report, the children's and adult programs report.

Submitted by Margaret Assante, April 1, 2015

Marie hands out papers to be filled out by Board members. Since Louis is not present the papers will be mailed to him.

Marie leaves the meeting.

Treasurer's Report: There is no report.

Old Business: None

New Business: None

Public Comments: None

Meeting Adjournment: Marijane makes a motion to adjourn, the Mayor seconds the motion. All approve. The meeting is adjourned at 9:12.