

Board of Trustee Minutes August 6, 2015:

Meeting called to order: by Marijane Brandau at 6:00 P. M.

The required posting was made in compliance with the Sunshine Laws.

Roll Call:

Present: Robert Alviene, Karen Basse, Marijane Brandau, Camille Piccirillo, Marie Pra, and Luis Rodriguez (Library Director, ex-officio).

Louis Coiro arrived at 6:30 p.m.

Previous Minutes

The minutes of the July 2, 2015 meeting were approved without changes.

President's Comments:

No report.

Minutes

The Board approved the July 2, 2015 minutes.

Director's Comments:

See the attached written report. Luis highlighted some items from the report:

- Luis met with Maureen Donnelly, head of the Friends of the Library group. She said the Friends collected a lot of money in 2014 and she asked for other suggestions on items the Friends could purchase for the Library.
- Arlene Walk and Luis met with the new Superintendent of Schools.
- Luis met with Fr. Gonzalo Torres, who leads the Catholic Church Spanish language mass at St. Anthony's. Fr. Torres said Luis could speak to his congregation after Communion. We agreed on my doing this on Sunday, September 13.
- Arlene Walk won raffle
- Luis went to Kinnelon to see its 3D printer. While he was there, two people, one young and one a senior citizen, spent time watching the 3D printer in action. He is reviewing purchasing a 3D printer, costing about \$700. He thinks this will attract more young adolescents.

- Luis said that he is working with Arlene Walk to make the Teen area look more like it is an area for their use. He plans to put a more visible sign stating that this is the “Teen” area.
- The Mayor said he asked the School Superintendent to discuss the possibility of joining the Library’s system with the one used by the schools.
- Marie asked about the social work intern item in the Director’s Report. Luis said that he read an article about a library in central Oregon that had a graduate student studying for an MSW intern in the library. Luis said that we contacted faculty at William Paterson to see if they had an intern who could work on projects for the Library and community. He plans to contact other graduate programs in social work.

Treasurer’s Report

Marie reported that the 3 year CD for the Imandt Fund yielded \$530.01 in interest. She rolled the money in the Fund into another 3 year CD at Lakeland Bank. The APR is now 1.50% and the interest is deposited into the Library’s checking account on a quarterly basis.

The Library checkbook account has \$86,377.74.

The Board approved June’s expenditures.

Luis shared with the Board the budget projection he tracks. The projections show that the Library budget will not be overspent unless for an unanticipated expenditure. The salary lines seem like an area in which the Library could have a surplus to provide a reserve for the next year.

Old Business

- MAIN Membership

The Mayor discussed the situation with the Director becoming full-time with the Borough Council. They agreed to pick up half of the cost (\$15,000) of doing so (Marie pointed out that this did not include any Social Security deductions. The Borough will reduce the amount it charges the Library by \$7,500.

Luis proposed that Marijane and he compose a letter to be sent to MAIN stating that he will become full-time in January 2016.

- Auditor's Report

The Auditor made the following recommendations, which the Board discussed.

- The Board should approve all budget transfers.
- The Library should make cash deposits more quickly. Luis said that now that Marianne is back, this should be easier.
- The Auditor recommended that the Library purchase a cash register. The Mayor said an inexpensive one can be purchased at Staples (credit card charge). Luis said he will look into the cost of a cash register.
- The Auditor pointed out a discrepancy between the Board authorized amount of petty cash and the actual amount on hand. Luis explained that he did not have a chance to place receipts and left-over cash from a cash advance. Once that was placed into petty cash, the account was justified.

- The Board approved placing a library icon sign on the building to make the Library's location clearer.

The meeting adjourned at 6:36 P.M.

Respectfully submitted,

Luis Rodriguez
Director, Butler Public Library