

**BUTLER PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
December 4, 2014**

Meeting called to order: by Mayor Alviene at 8:14 PM.

Roll Call:

Present: Camille Piccirillo, Marie Pra, Catherine Chadwick, Marijane Brandau , Karen Basse

Absent: Louis Coiro, Elaine Baldwin

Required posting was made in compliance with the Sunshine Law

President's Comments: No comments

Minutes from last meeting:

I have looked at the minutes for the last meeting and they were fine. Would anyone like to make a motion to approve the minutes? Camille Piccirillo makes a motion to approve the minutes.

Marie Pra seconds the motion. The motion passes.

Director's Report:

- The first family movie night was Friday November 21st. We showed Maleficent We had a full house (30 people) we had a waiting list too. People were very happy with the choice of movie and a few signed up for our next Movie night December 12th
- One of our employees will be out indefinitely due to health issues with her spouse. I am asking for Board approval for hiring an experienced circulation person to work 16 hours a week at \$15 per hour. We are very short handed and really need the help. Both our pages are engaged in extracurricular activities and will be working only sporadically over the next few months putting an even greater strain on an already stretched thin staff. ***Catherine indicated that we are very short staffed and in order to cover these hours Margaret and Catherine would have to pick up the extra hours if we cannot hire someone. After much discussion the board approved a new hire.***

- Staff Christmas Luncheon December 12, 2014, will be at Bella Sera in ***Ten staff members attended the staff luncheon. We returned to the library to open our Secret Santa gifts and share some dessert. A good time was had by all.***
- We would like to purchase promotional material for our Adult Programs; the cost is around \$500.00 board approval? ***Catherine discussed the rationale for this purchase and how important it is for the community to receive promotional material from the library. The Board approved the expenditure***
- Our bookcase that houses our CD collection collapsed. Margaret researched and found the cheapest alternative; I am asking the Board to approve the purchase of new CD display cases for \$430.00. ***After careful examination of the Budget the Board determined that there was enough money for this expenditure.***
- Arlene (our children's person) has to order Summer Reading material through the State. She has been very careful of what she needs and has reduced the sum to \$950 I am asking for board approval. ***The Board discussed this expenditure and asked if this was budgeted for. It is a yearly expenditure that is always paid for in December. Catherine indicated there was enough money in the Budget for the Summer Reading supplies.***
- We need toner for our printers. That will cost \$480 that will get us through the end of the year. Board approval? ***The Mayor asked if we could perhaps buy our ink and toner with the town so that we would have a greater savings. He was going to check and see if our printers are the same as the towns so that we can do a group purchase. Expenditure was approved.***
- I have gone over monthly expenditures and have reduced many of them without compromising services or material. I have lowered the phone bill, the annual standing book order, the magazine order and the newspaper order. I will reduce the budget for next year accordingly. Butler has never purchased eBooks, but this is something I would like to budget for next year ***The Board expressed their gratitude that Catherine was able to do this.***

- Attended the Planning Council Meeting. Joan Hipp has assured us that there will be computer support during this transition period. The worst case scenario is that we will be without direct support for 6 months. Hopefully less time. Butler is one of a handful of libraries that does not have an in house computer support person; this will make things quite difficult for us. Kristen, Arlene and I are very computer savvy but there is a lot of network information that we are not familiar with, we will do the best we can. ***The Mayor indicated that he was going to check with the IT person for the town and see if he could support our computers as well. Catherine indicated that while she and Kristen are very technologically savvy, hardware is not their forte that is why it is necessary to have someone work with our computers that has the skills and expertise necessary to support our network.***

A discussion regarding staffing, hours and schedules ensued. The Mayor suggested that Catherine and Marijane have a meeting with the Staff so that they will be able to support each other. The Library is running on a skeleton staff and some alternatives were discussed.

The Board indicated that they want Catherine to ask for Board approval for any expenditure over \$100.00, raising the amount from \$50.00 that was in place previously.

Treasurer's Report: Marie Pra indicated that we had \$105,943.25 in the bank at this time

Old Business: None

New Business: None

Public Comments: None.

Motion to adjourn:

Marijane made the motion to adjourn, the Camille seconds. The Motion passed the meeting was adjourned at 9:13 PM.