

The Butler Public Library Board of Trustees Minutes March 1, 2018

Meeting called to order: by Camille Piccirillo at 6:02 P. M.

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

Roll Call:

Present: Robert Alviene, H. Donargo, M. Hanisch (via conference call), B. Karpowich, Nancy Moody, C. Piccirillo, and Luis Rodriguez (Library Director, ex-officio).

Excused: M. Cardinale

Minutes:

N. Moody motioned that the minutes of the February 1, 2018 meeting be approved as submitted to the Board. B. Karpowich seconded the motion. The Board approved the minutes as submitted.

President's Comments

The President said she and the Director met with the Finance Committee a few weeks ago. We are still waiting to hear what the outcomes will be. The Mayor said we should hear about our request on Tuesday.

Director's Report:

The Director gave out his written report. He highlighted some items from the report:

- The sponsored a "Talk Saves Lives" program with a speaker from the American Foundation for Suicide Prevention. It was a very good program providing an overview on how to deal with suicide at the individual and community levels. One thing he learned from the program is that talking to a person who you think might commit suicide does not trigger thoughts of suicide in the person. That is not the case and you should ask directly if the person is thinking of committing suicide (as opposed to asking if the person plans to harm him or herself). N. Moody, who does this type of counseling, also said to ask the person if they have a plan.

- We will have three good movies for April, May, and June:

April 24: Three Billboards Outside Ebbing, Missouri

May 29: The Darkest Hour

June 26: The Shape of Water

- Circulation Collection Analysis – He will redo the report he sent to the Board to specify the years of a collection analyzed. His impression is that what the Library buys gets a lot of circulation. He said that the Library is planning to purchase access to more electronic books and especially e-audiobooks. They are getting more usage and soon CD players will not be found in new cars.
- Raymour & Flanigan -- June 24 will be the date of the program. Several community organizations have told the Director that they will participate: the Museum, several Girl Scout troops, and the Health Department.
- Krayon Kiosk -- The Friends have agreed to pay for the purchase of a three seat kiosk and we will also ask other organizations to pay towards its purchase.

R. Alviene motioned and N. Moody seconded the motion to approve the Director's report.

Treasurer's Report

The amount in the checking account at the end of January was \$16606.04. Checks to reimburse the Petty Cash account written after January were for \$140, \$199.38 and one for \$40 to reimburse a patron who paid for a lost book twice.

Deposits made in February were in the amount of \$421.96, \$146, 75, and \$251.11. In addition, the Library received \$14.53 from the Amazon Smile program and \$0.38 in interest. The balance after these credits and debits was \$17911.43.

The Library is waiting for the first quarter payment from the Borough in order to reimburse the Borough for payments the Borough made on the Library's behalf.

The Director then explained a sheet he prepared for the Board. It showed the payroll costs in the 2018 proposed budget and spending on the payroll line items to date. He then determined the average bi-weekly amount spent on payroll in the proposed budget and multiplied that average by the number of payrolls to date.

This analysis shows that at the moment, The Library is spending less on payroll than the amount in the proposed budget. See below for the calculations.

			Avg. per check	Amount Projected to Date	Actual Amount
Salaries	1.1	\$ 232,000.00	\$ 8,923.08	\$ 35,692.32	\$32,783.19
FICA	1.2	\$ 17,500.00	\$ 673.08	\$ 2,692.32	\$2,585.65
DCRP	1.3	\$ 1,000.00	\$ 38.47	\$ 153.88	\$167.81
		\$ 250,500.00	\$ 9,634.63	\$ 38,538.52	\$35,536.65

His other long-term plan to meet the financial situation which the Library faces is to not replace pages that leave. Eventually, the Library will not be employing any pages.

The Board then reviewed to bills to be paid list.

H. Donargo motioned and J. Karpowich Moody seconded the motion to approve the Treasurer's report. The report was approved unanimously.

Old Business

None

New Business

None

Public Comments

Adjournment

The meeting was adjourned at 6:33 p.m.

Respectfully submitted,

Luis Rodriguez