

The Butler Public Library Board of Trustees Minutes June 7, 2018

Meeting called to order: by Camille Piccirillo at 6:03 P. M.

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

Roll Call:

Present: Robert Alviene (Mayor), H. Donargo, M. Hanisch (Treasurer), B. Karpowich, N. Moody, C. Piccirillo (President), and Luis Rodriguez (Library Director, non-voting).

Excused: M. Cardinale

Minutes:

M. Hanisch motioned and H. Donargo seconded the motion to approve the minutes as submitted. The Board voted unanimously to approve the motion.

President's Comments

The President said that discussion of the Imandt Fund will come later in the meeting. She reminded the Board about the Taste of Butler and Raymour and Flanigan events occurring in June. The Director said that as of the morning of the meeting, the Library had sold sixty (60) tickets to Taste of Butler.

Director's Report:

The Director had sent his written report to the Board before the meeting. He highlighted some items from the report:

- The Director mentioned the Book Sale occurring on Friday, June 8 and Saturday, June 9 and the Bake Sale occurring on Saturday. He invited Board members to attend.
- He stated that a new issue of the Library newsletter has just been published.
- The also said that the Friends recently gave a lot of money to the Library. The Board agreed.
- He also said that the Library is one of the drop-off spots for a community collection of toothbrushes and other toiletries. The material collected will be given to veterans in the veterans' hospital in Lyons, NJ on July 4.

- He said that the Library will be sponsoring a good number of programs and that the programming on growing butterflies and the hydroponic garden are attracting interest.
- He said that he is working on a hand-out to be distributed by the Zoning Office to new businesses. The hand-out will invite the new business owner to meet with the Director. At the meeting the Director will let the business owner know about Library and other resources available to business owners. The hope is that the awareness of these resources will help allow more businesses to succeed.

He also mentioned another idea he is proposing to MAIN libraries: that MAIN seek funding to purchase and fill tote bags with information on resources available to businesses. The Board supported the Director's sense that the best place to give a business owner the bag is when the owner meets with a MAIN librarian.

He also mentioned that MAIN is working with Morris County SCORE (formerly called the "Service Corps of Retired Executives) to help new business owners using the Gale Small Business Builder to develop a business plan, a break-even analysis, and financial projections.

- The Mayor then discussed meeting he initiated. One meeting was with the Mayor, the Director and Jim Kozimor, the Borough's financial officer. The other meeting was with The Mayor, the Director and Jim Lampmann, the Borough Administrator. He initiated the meetings to "clear the air" of the "uncomfortableness" that had developed between the Borough and the Director. He said the meetings allowed the Director and Borough managers to get things "off their chest." He felt that at the end of the meetings there was a better understanding between the Director and the Borough managers. The Director wholeheartedly agreed with the Mayor's take on the meetings.

The Director said the meetings made him feel better because he now felt that discussions of the Library's future would consider more long-term solutions to the Library's financial problems. The plan is to work with the Borough and the auditors to identify threats and opportunities the Library will face in its future and to try to identify solutions to the threats.

R. Alviene motioned and B. Karpowich seconded the motion to approve the Director's report.

Treasurer's Report

M. Hanisch referenced the handout from the Director. M. Hanisch mentioned the over \$90,000 payment to the Borough and the \$150 payment to the Friends. She wrote a petty check for

\$196.42. We still owe the Borough \$23,600.94 for payments it made on our behalf in April.

The Director did another update of expenditures on personnel. The Library continues to spend less than the average per week amount in the proposed 2018 budget. So far, expenditures in the personnel lines are \$6,000 less than projected. He said that he is working more at the Circulation Desk in order to save on staffing costs. In addition, the Library did not replace the position of a person recently hired to work ten hours per week.

The Board reviewed the bills to pay.

R. Alviene motioned and H. Donargo seconded the motion to approve the Treasurer's Report and the bills to be paid list. The Board approved the motion unanimously.

Old Business

The Director shared the proposed budget. He said that the proposed budget, now including the \$10,000 the Borough is giving the Library, will have a small surplus if his projections are correct. He increased the allocations for the materials budget which has been going down for the past several years. The budget also assumed a 2% increase to the personnel budget. [Note: the proposed budget also includes spending from the Imandt Fund principal.]

The Board discussed the proposed budget. After discussion R. Alviene motioned to approve the budget as proposed and H. Donargo seconded the motion. The Board took an individual vote on the budget:

Mayor Alviene – yes; President Piccirillo – yes; Treasurer Hanisch – yes; Board member Donargo – yes. The budget was approved unanimously.

New Business

The Director asked the Board the hourly rate for all staff other than the Director by 2%. This amount is what J. Kozimor told the Director matched the cost-of-living raise Borough employees received.

M. Hanisch motioned to give the employees a 2% raise in their hourly raise. H. Donargo seconded the motion. The Board approved the motion unanimously.

Public Comments

There were no public comments.

Adjournment

R. Alviene motioned to adjourn the meeting. H. Donargo seconded the motion. The Board voted unanimously to adjourn.

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Luis Rodriguez