

## **The Butler Public Library Board of Trustees Minutes September 6, 2018**

**Meeting called to order:** by Camille Piccirillo at 6:04 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: Dan Johnson (Superintendent)

**Minutes:**

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

**President's Comments**

The President had nothing to report except for the changes to the distribution of the Imandt Fund, which will be discussed later.

**Director's Report:**

Since the Board did not meet in August, the Director had sent two written reports to the Board before the meeting. One report was for July 2018 and the other was for August 2018. He highlighted some items from the report:

- The Director said that summer programs did well, in terms of attendance. Attendance at Children's programs was high throughout the summer. Attendance at adult programs was high in August.
- The Director said that he is talking to the person who does adult programming about the possibility of starting some programs at 7 p.m. instead of 6:30 p.m. The programmer said that not all programs can start at 7:00 p.m. since that will not allow for the Library to be closed by 8:00 p.m. However, she said that she will use a 7 p.m. start time for those that can be started at that time. C. Piccirillo suggested 6:45 p.m. as a possible start time.
- The Library will cooperate with the Middle School on the "Junior Solar Sprint" contest. The Library will get free cars powered by solar energy which teams of middle schoolers will build and race against other County teams.

- The Mayor and Director discussed the Borough Council approval of the creation of the gallery in the space outside the Library. The Council was very supportive of the proposal. The Director will develop a policy for the gallery. The focus for the gallery will be on art and other objects created by groups from the community (such as the Museum or the Health Department). Local artists will also be given the opportunity to display their work if nothing else is going on. The Director did express concern about the inability of any work hung in the gallery to be secure. C. Piccirillo suggested having a disclaimer to that effect in the policy.
- N. Moody stated that the participation numbers for the summer programs were impressive. The Mayor and other members of the Board said that attendance at programs shows the value of the Library. The Director said that increasing participation by middle schoolers is a focus. It is hard to reach high school students but the Library will try to hold a monthly “Teen Trivia” program for high schoolers once a month on a Friday evening (after normal closing hours).

N. Moody motioned and B. Karpowich seconded the motion to approve the Director’s report. The Board accepted the report unanimously.

### **Treasurer's Report**

M. Hanisch said that after the previous Imandt Fund CD came due, C. Piccirillo and she oversaw the transfer of the Imandt Fund money in July at the Lakeland Bank as follows:

- \$40,000.26 was put into checking account. \$20,000 is for the 2018 approved budget and is to be used in 2019, if needed by the Library.
- \$172,022 was put into a new 13-month CD. Rate: 2.18% Yield: 2.20%

The Treasurer reported that we encountered some problems with depositing Borough payments into the NJCMF account because of paperwork that needs completing. The Treasurer spoke with Carolyn Luis, of Lakeland Bank, today. Ms. Luisi said that to do a wire transfer, we need two signers because that is the way our terms are set up with Lakeland right now. However, we can change our arrangement to allow for one signature. We can designate two signers (Camille, myself) or three (Luis), with the stipulation that any one of those three can sign when the Library wants to do a wire transfer.

To set this up, all who will have this authorization must go to the Bank together to re-do the signature cards. We also must bring the minutes from the board meeting with the names of the persons we have designated to show the Board’s approval.

The Treasurer suggested the following resolutions:

- A resolution to allow Camille Piccirillo, Maryanne Hanisch, and in their absence, Luis Rodriguez, to sign for wire transfers of library funds between the Lakeland Bank account and NJCMF.
- Another resolution that only one of the above-named people needs to be present to sign for such a wire transfer.

The Board discussed the resolutions. There is a problem with faxing a request since all signers would need to be at the same place to do a transfer by fax. The Treasurer said that having one of three people be allowed to go to the bank to begin a transfer is the best solution. The Director stated that allowing him to initiate a transfer is not an auditing problem since his signature is on the card for check writing. The Board agreed.

At this point, C. Piccirillo made the following resolution:

- Be it resolved that Camille Piccirillo, Maryanne Hanisch, and in their absence, Luis Rodriguez, have the Butler Library Board of Trustees' approval to sign for wire transfers of Library funds between the Lakeland Bank checking account and New Jersey Cash Management Fund.
- Be it further resolved that only one of the above-named people needs to be present to sign for (i.e., initiate via a request in writing) such a wire transfer.

L. Rodriguez suggested a friendly amendment to the second resolution to allow for transfers to be made by a fax to Lakeland Bank or in-person. C. Piccirillo agreed to this suggestion to change the second resolution to read:

- Be it further resolved that only one of the above-named people needs to be present to sign for (i.e., initiate via a request in writing) such a wire transfer or by a fax to Lakeland Bank requesting a wire transfer.

The Board held a roll call vote on both resolutions. The vote on both resolutions was:

R. Alviene – “yes” to both resolutions  
H. Donargo – “yes” to both resolutions  
M. Hanisch -- “yes” to both resolutions  
B. Karpowich -- “yes” to both resolutions  
N. Moody -- “yes” to both resolutions

C. Piccirillo -- “yes” to both resolutions

Both resolutions passed by unanimous vote of the Board.

### **Old Business**

There was no old business on the agenda.

### **New Business**

- Continuing to allow Esther Booth to work for the Library for the rest of the year  
At its last meeting, the Board had approved the hiring of Esther Booth, who used to work for the Library and is now studying for her medical residency exam, to work on Monday evenings for the summer months. The Director asked the Board to allow Ms. Booth to continue working on Monday evenings and when she is overseeing a Library sponsored program such as the Chess Club.

N. Moody motioned to approve the continuation of Esther Booth to work at the Library for the rest of the year. B. Alviene seconded the motion. The Board unanimously approved the motion.

- The Director shared a meeting room policy and asked that it be considered at a future meeting. The Board agreed to do so.
- The Director shared the auditor’s report with the Board and asked that it be discussed at a future meeting. The Board agreed to do so.
- The Director asked the Board to approve the lending of the Library’s digital projector and screen to recognized Butler non-profit organizations and Borough municipal offices and schools. The digital projector and screen are no longer used by the Library since the Friends paid for the purchase of two HD TVs. If approved, the Director will develop a policy for the projector.

C. Piccirillo motioned that the above named groups be allowed to borrow the digital projector and screen. R. Alviene seconded the motion. The Board unanimously approved the motion.

- The Director stated that he will ask for one change on the recently approved solicitation policy. It concerns who can put out collection boxes in the Library. The approved policy

only allows the Library to put out collection boxes. The Director would like to change the policy to allow the Director to approve the placing of collection boxes in the Library by non-Library groups, if the collection is for the benefit of the Butler community.

**Public Comments**

There were no public comments.

**Adjournment**

C. Piccirillo motioned to adjourn the meeting and R. Alviene Donargo seconded the motion. The Board voted unanimously to adjourn.

The meeting was adjourned at 6:37 p.m.

Respectfully submitted,

Luis Rodriguez