

The Butler Public Library Board of Trustees Minutes December 6, 2018

Meeting called to order: by Camille Piccirillo at 6:06 P. M.

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

Roll Call

Present: Robert Alviene (Mayor), Helene Donargo, Maryanne Hanisch (Treasurer), Becky Karpowich, Nancy Moody, Camille Piccirillo (President), and Luis Rodriguez (Library Director, non-voting).

Excused: Dan Johnson (Superintendent)

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 reminded the Board of the State Library requirement that the Board participate in seven hours of training. N. Moody suggested that new Board members be told of this requirement when they join the Board. C. Piccirillo suggested doing a training event on a quarterly basis.

The President then said that it is time to think of next year's budget. The Director said that he did not get the monthly expenditures report from the Borough so he does not have an up-to-date assessment of actual versus budgeted personnel costs. But, based on the personnel cost reviews given to the Board in previous months, the Library has spent over \$10,000 less in personnel costs than the amount budgeted. The Director also said that he would give the Board a 2018 budget review.

He also reminded the Board that a new director may need health benefits and he recommended that the new director be paid more than he is and that eventually the Imandt Fund will run out. The Board needs to think of some of the longer term issues. He will prepare a timeline on some budget issues that will arise.

The Mayor said that the Library may need to work within the amount of money it has. The Director said an area to cut could be in the materials budget (monies budgeted to purchase books, DVDs, etc.) but he recommended against this since the materials the Library purchases

get a lot of use. The President said the Library will continue to meet with the Council to ask for extra funding beyond the mill rate.

Director's Report

- The teen mural was finished and the students who participated thought it was a great experience. We are now doing an intergenerational art program. The gallery will be constructed during the meantime and after the gallery is completed, we will have one event displaying the art work from the teen mural and intergenerational art programs.
- The program on Ebay was very well attended.
- The Library's mill rate in 2019 will increase by \$1900 but the Library now has to pay a \$1000 for delivery.
- The Director explained his experience in Randolph with a tax assessment. The assessed value of his house increased substantially but his taxes did not increase proportionately. However, the assessed values for Randolph did go up and the Randolph public library's mill rate amount would increase as well.

N. Moody motioned and H. Donargo seconded the motion to approve the Director's report. The Board accepted the report unanimously.

Treasurer's Report

- Petty cash reimbursement came to \$212.71. The Borough reimbursement will be around \$50,000 plus personnel costs. As mentioned above, the personnel costs are not yet available.
- The Treasurer expressed her frustration with Lakeland Bank, in terms of the New Jersey Cash Management Fund. She gets a different story of what do to every time she goes to the Bank. She was told that she had to bring in all the transfer information every time she wants to do a wire transfer, even though the Bank has this information on file.

The Mayor suggested drafting a letter to send to the Bank about the problems we are encountering. The letter would ask the Bank to keep the letter on file so that whoever who is trying to do a transfer does not have to bring in all the information on file.

The Treasurer said that the minimum balance required by the Bank is \$2,500. In addition,

the Board approved keeping \$2,000 above that amount. She said keep at least \$4,500 in the account and transfer the balance to the NJCMF. C. Piccirillo and M. Hanisch will both go to the Bank with the letter and discuss how to make the transfers of monies from the checking account to the NJCMF easier for all.

R. Alviene motioned and N. Moody seconded his motion to approve the Treasurer's report by a roll call vote. The Board voted: R. Alviene – yes; H. Donargo – yes; M. Hanisch – yes; B. Karpowich – yes; N. Moody – yes; and C. Piccirillo – yes. The Treasurer's report was approved unanimously.

Old Business

Meeting Room Policy

The Board had a long discussion on the philosophy of the policy. The question addressed was who should be allowed to use the meeting rooms in the Library. After a long discussion, the Mayor and Nancy Moody suggested and the Board agreed that the meeting room policy be revised to allow only Butler-affiliated not-for-profit organizations to use a meeting room without a charge for using a room. For-profits could use a room if the program was sponsored by the Library. The Board agreed. The Director will revise the policy with this change. The Mayor suggested having the Borough attorney reviewing the policy.

Digital Projector Policy

The Library has a digital projector and screen which it rarely uses. The Director drafted a policy to allow Butler Borough departments, the School system, and Butler non-profits to use the projector and screen.

N. Moody motioned and R. Alviene seconded the motion to approve the policy as written.

Solicitation.... Policy

The Director requested a change to the previously approved policy to allow Butler groups to have a collection box with the Director's approval. The goal is to allow community groups to fund-raise for causes which benefit the members of the Butler community.

H. Donargo motioned and B. Karpowich seconded the motion to approve the change to the Solicitation... policy.

New Business

Closing Dates

The Director asked the Board to revise the closing dates previously approved so as to not close on as many Saturdays as originally approved. The Board approved the revised closing dates.

Staff Party

In the past, the Board would approve a certain amount to be used for the staff to go to a local restaurant. The Mayor pointed out the Borough is not allowed to use its money for such purposes. As some discussion, the Board agreed that using public monies for a staff party was not appropriate.

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 6:51 p.m.

Respectfully submitted,

Luis Rodriguez