

The Butler Public Library Board of Trustees Minutes April 4, 2019

Meeting called to order: at 6:10 p.m. by Camille Piccirillo.

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

Roll Call:

Present: Robert Alviene, Maryanne Hanisch, Helene Donargo, Becky Karpowich, Nancy Moody, and Luis Rodriguez (Library Director, ex-officio).

Excused: Dan Johnson

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 spoke about the Trustees' training meeting in Wayne. She said it was a very informational experience and she learned a lot. She encouraged other members to attend if it is held again, especially if it is close. She will write up her notes and share with the Board.

Director's Report:

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

- He said he had a long report because the Library is doing a lot of programs. Attendance at programs is increasing, especially at the Tuesday Afternoon Movie Series.
- Brian Walk is helping the Library to repair the 3D printer which Robert Vosatka donated. At a meeting with the Superintendent of Schools and his staff, the Director offered to help the school with its makerspace projects involving 3D printing.
- The Director discussed the summer homework help program for which the Friends gave money to support. He met with the Superintendent and his staff to discuss this program. The Library will pay a \$12 per session stipend to junior and senior year high school students who help first and second year high school students with the summer math assignments. The Superintendent and his staff asked if this could be extended to help with writing assignments. The School will help train those helpers. The School will also help the Library identify homework helpers.

- The Director mentioned the model art display in the lobby. The Director is working with the model artist and several other Vietnam veterans to hold a program discussing the art of model building and then to have veterans speak about how the models were used in missions.

M. Hanisch motioned and H. Donargo seconded the motion to accept the Director's report. The Board unanimously accepted the report.

Treasurer's Report

M. Hanisch mentioned the payments made in January and February. She stated that the Borough is owed \$22,948.07. The petty cash reimbursement comes to \$281.30. To have sufficient funds in the checking account to cover these payments, she will do a wire transfer of \$23,000 from the New Jersey Cash Management Fund.

The Board reviewed the bills to be paid. N. Moody made a motion and J. Karpowich seconded the motion to approve the payment of the bills. The President conducted a roll call and all voted yes on the motion.

Old Business

No old business.

New Business

Trustees' Training Report by N. Moody

Continuing with what the President said about the Trustees' training workshop, N. Moody said she had some questions to ask and comments to make, based on her attendance at the Trustees' training event. She said that we did not administer the Oath of Office at the January reorganization meeting and that this should be registered with the Clerk.

She asked about the meeting room policy and if it had a "hold harmless" clause and, if so, if the clause included the Board members. She also stated that the Board should make sure the policy includes both municipal and Library employees. The Director will ask Jim Lampmann about this issue.

N. Moody also asked if the Board members were covered under the Library's Joint Insurance Fund. The Director will ask Jim Lampmann about this.

The President and N. Moody spoke about other items which came up at the meeting:

- Everyone is struggling with funding.
- Delivery of library materials was discussed. BCCLS has established its own delivery service. The Director mentioned that MAIN is a task force looking into delivery service options.
- N. Moody then stated that at the training session, there was much stress placed on making access to meeting rooms equally available to all including those not part of the municipality. A thoughtful discussion followed.

At the next meeting, the Board will finalize the meeting room policy.

2.5% Increase for Staff

It has been one year since Library employees received a cost-of-living increase. The Borough is giving its employees a 2.5 % increase for the year. The Director asked that, beginning in the first pay period of May and except for the Director who has received his increases in the fall, all other Library staff receive a 2.5% increase in their hourly pay. The Board approved the increase.

Proposed Budget

The Director passed out a proposed budget for discussion at the next meeting. The President had a question about the Imandt Fund line. She wanted to make sure that the Board had, in 2018, allocated \$40,000, with \$20,000 of that going into the 2018 budget and \$20,000 into the 2019 budget. She then asked if the Board's planned to use \$10,000 from the Fund for future years. The Board will have to review if this amount is sufficient for 2020.

Some other items discussed relative to the budget were:

- Using the financial forecast report to help with budgeting.
- To consider paying an employee at two rates: one for less involved work and one for more involved work. Jim Kozimor said that this could be done.
- The President asked about the minimum wage increase law. The Director said that he thinks that some staff's hourly rate will have to be increased to meet the new law.

Public Comments

No comments.

Adjournment

The Mayor motioned to adjourn. H. Donargo seconded the motion. The Board approved adjourning the meeting.

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Luis Rodriguez