

## **The Butler Public Library Board of Trustees Minutes May 2, 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: Helene Donargo, Maryanne Hanisch, Dan Johnson (arrived after roll call), Nancy Moody, Camille Piccirillo, and Luis Rodriguez (Library Director, ex-officio).

Excused: Becky Karpowich and Robert Alviene

**Minutes:**

N. Moody 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 tickets are on sale for the Taste of the Boroughs program. She asked if Board members could spread the word on the program. The Director and the President asked if any Board members can volunteer to help. The President also encouraged the Board members to try to show up at Library events and asked the Director to let the Board know of any events which will have a large audience.

**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 that attendance at Library programs has been very good except for programs on financial advice. The Director also said he was thinking of experimenting with starting some programs at 6:45 p.m. to see if more people will attend.
- The Director added a part to the report he had already sent to the Board. The new part mentioned the Junior Solar Sprints program. He wanted to acknowledge in his report how much help the Library has received from Jennifer Roer and Becky Karpowich, both of whom teach at the middle school.
- The Library will be holding a "Know the Bear Facts" program on July 11. He also mentioned that on October 11, Better Angels will hold its "Red/Blue" program. The facilitator will work with both groups so they can learn to talk to each other about political issues.

- Amy Boone won the iPad for the MAINquest program. She went to five libraries as part of the program.
- Brian Walk is donating \$700 to the Library to help purchase a new 3D printer.
- The President asked about the problems with Optimum. He was going to look at Fios but the Board members said that you cannot get Fios in Butler. The President suggested that the Library look into getting a “boost.” The President suggested that the Director talk to Ed Card to see if he has any suggestions.
- The Director mentioned that he had received an email from the father of a Boy Scout looking to do his Eagle Scout project at the Library. The Director said that he was thinking of having the Scout build a bench with an umbrella by the bicycle rack. He asked the Board if they thought this a good project. They agreed.

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

### **Treasurer's Report**

The Treasurer said that on April 5, \$23,000 was transferred from the Cash Management Fund to the Library’s checking account. The Treasurer would like to transfer \$25,000 from the Management Fund to cover the checks to be written.

N. Moody motioned to approve the transfer. H. Donargo seconded the motion. A roll call vote was taken and all Board members voted to approve the transfer.

The Board then had a roll call to pay the bills, pay the Borough \$26,985.78 and petty cash of \$82.26. The Board did a roll call on this motion and voted to approve the payments.

### **Old Business**

#### **Meeting Room Policy**

N. Moody proposed some changes to the policy based on what she learned at the Trustees workshop.

- She suggested some were editing changes to make the policy consistent with any organization being able to use the Library.
- The Director asked about having a fourth category of priority for non-Butler groups. The Board did not think this necessary.

- N. Moody asked that the mention of a meeting room fee be removed.
- The bolded section was removed.
- N. Moody asked that the Trustees be included in the liability section. The Director said he received differing answers as to whether the Board members should be included in the “hold harmless” sections. The Director said he would find out if the word “officers” included all Board members. The Board asked for further clarification on these sections. The President suggested removing the word “officers” and replacing it with “Board of Trustees.” N. Moody also stated that asking a person wanting to use a meeting room to have a Butler library card contradicts the changes in the policy making the meeting rooms available for use by non-Butler non-profit organization. She asked that that part be removed.

The Board tabled the policy based on the clarification of the issue of the officers.

#### 2019 Budget

It was not clear if the Borough had approved its budget. Discussion of the budget was tabled until it was certain that the Borough had approved its budget. N. Moody asked if the budget had a “reserve” section. The Director said it didn’t. He mentioned that Valerie Dolans suggested having a “reserve” section to cover the cost of paying for unused vacation and sick days when an employee retires. The Board suggested adding a “reserve” section in future budgets.

The Director said that he has not asked the Board to approve transfers from an account with money to an account with a negative balance so that no account is in the red. He said he would try to do this at the end of year.

The Treasurer asked if there was a “cap” on the amount of unused sick days for which one can be reimbursed. The Director said that there is a discrepancy between the Library’s personnel manual and the Borough’s personnel manual on how unused sick days are treated. The Director said he would look into the law on this. He also asked the Board to allow current employees to be “grandfathered.” Those employees would be paid for unused sick days according to the current Library personnel manual.

The Board will return to the 2019 budget at its June meeting.

## **New Business**

### **Oath of Office**

There was discussion about who is administering the Oath of Office, when it is done, and who has to take the oath (new or current members). The President administered the Oath to Nancy Moody and to Helene Donargo because, due to an oversight, it had not been administered earlier.

### **Public Comments**

No comments.

### **Adjournment**

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Luis Rodriguez