The Butler Public Library Board of Trustees Minutes October 3, 2019

Meeting called to order: at 6:03 p.m., by Camille Piccirillo.
The required posting was made in compliance with the Open Public Meetings Act.

Roll Call:
Present: Robert Alviene, Helene Donargo, Suzanne Greco (alternate for the Superintendent), Maryanne Hanisch (via phone), Becky Karpowich, Nancy Moody, Camille Piccirillo, and Luis Rodriguez.

Minutes:
H. Donargo N. motioned and B. Karpowich Hanisch seconded the motion to approve the minutes of the September 5, 2019 meeting as submitted. The Board voted unanimously to approve the minutes.

President’s Comments
The President welcomed Suzanne Greco (the Superintendent’s alternate) to the Board. The President asked if anyone was interested in becoming President. She asked the Director about members’ terms. The Director said he would ask Mary O’Keefe, Borough Clerk, for information about when members’ terms expire. [The information the Director from Mary O’Keefe sent to Board members on October 4, 2019 is attached to these minutes.]

N. Moody brought up the issue of the State required hours of professional development for the Board. A short discussion followed. This year, the Board has more than met the requirement.

Director’s Report:
The Director had sent a written report to the Board before the meeting. He highlighted some items from the report:

• Eagle Scout Project - The Boy Scout met with the Council and they supported his project to refurbish the existing benches in the playground in the back of the parking lot and to build two new benches. The Scout will raise the funds for the project and donate any excess money to Library.

• The 3-D printer is up and running. Staff members are learning to use it.

• The Library needs to replace four computers because the public computers are very slow. The Director will ask the Friends to purchase two new computers this year and two new
computers next year.

- Grounds for Sculpture is ending its library pass program.

- The cost of leasing the new copier is less than the Library was paying for leasing the old copier.

N. Moody motioned to approve the Director’s report. H. Donargo seconded the motion. The Board voted unanimously to approve the report.

**Treasurer’s Report**

The Treasurer gave the following report:

- At the beginning of September, the balance in the Lakeland checking account was almost $5,000. We need to write a check in the amount of $22,530.25 to the Borough and two checks in the amount of $208.85 for the petty cash account. The Treasurer stated that money will need to be transferred from the New Jersey Cash Management Fund (NCMF) to the checking account to pay these amounts. The Treasurer recommended transferring $22,000 from the NJCMF to the Lakeland checking account to do this.

  N. Moody motioned and H. Donargo seconded the motion to approve the Treasurer’s recommendation. The Board held a roll call vote on the motion and it passed unanimously.

- The Treasurer said that there is over $91,000 in NJCMF - $20,000 is for 2020 budget.

After the Treasurer’s report, the Board reviewed the bills to pay information. R. Alviene motioned and B. Karpowich seconded the motion to pay the bills. The Board held a roll call vote on the motion and it passed unanimously.

**Old Business**

**Auditor’s report**

Members of the Board had been given a copy of the report at the last Board meeting. N. Moody asked what the auditor meant when he recommended more segregation of duties regarding the handling of receipts, the recording of transactions and the preparation of bank reconciliations.

The Director explained about procedure for counting money collected at the Circulation Desk.

Each night, the money collected at the Desk is counted, recorded and any amount above $50 (the opening change amount) is put into an envelope. The amount put into the
envelope and the initials of the person putting the money into the envelope is written on the envelope and then placed into the wall safe in the Director’s Office. The auditor’s recommendation may come from the fact that the Director, when he is about to make a deposit, is the only person who counts the money in all the envelopes deposited and prepares a deposit slip.

The Board asked the Director to have another person count the money before it is deposited. Board members volunteered to help count the money.

H. Donargo motioned and Becky Karpowich seconded the motion to accept the Auditor’s report. The Board held a roll call vote on the motion. The motion passed unanimously.

Proposed 2019 Budget
The Board tabled voting on the proposed budget until the next meeting.

New Business
2020 Closing Dates
The Director submitted a list of days on which the Library would close or close early. As per past practice, the staff participated in identifying the dates. N. Moody motioned to accept the closing dates as submitted; R. Alviene seconded the motion. The Board unanimously approved the closing dates.

December 31, 2019 closing
The Director told the Board that MAIN’s automated library system will be down on December 31, 2019. The Director proposed to closing on the 31st, if he can get a former employee to train the staff on basic emergency medical skills, such as CPR and the Heimlich maneuver. B. Karpowich motioned to accept the Director’s proposal with H. Donargo seconding the motion. The Board voted unanimously to close all or part of December 31 so staff can get the training.

Public Comments
No comments.

Adjournment
H. Donargo motioned to adjourn the meeting. B. Karpowich seconded the motion. The Board voted to adjourn the meeting. The meeting adjourned at 6:33 p.m.

Respectfully submitted,
Luis Rodriguez