The Butler Public Library Board of Trustees Minutes November 7, 2019

Meeting called to order: at 6:01 p.m., by Robert Alviene (Camille Piccirillo arrived a few minutes after the meeting started).
The required posting was made in compliance with the Open Public Meetings Act.

Roll Call:

Excused:
Suzanne Greco and Becky Karowich.

Minutes:
H. Donargo motioned and M. Hanisch seconded the motion to approve the minutes of the October 3, 2019 minutes as submitted. The Board voted unanimously to approve the minutes.

President’s Comments
No President’s comments.

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

- The Library continues to do well on attendance at its program.
- The Library is getting more scout troops asking to use the Library for meetings.
- Two Girl Scouts are teaching a Scratch class in the Library in order to earn a badge.
- The Library is holding a “Food for Fines” program again this year. If a patron has an item overdue during the period of the event, the fine on the item will be waived if a patron brings in non-perishable items. The items collected will be donated to the Church of the Nazarene pantry.
- The Teen Advisory Board has started to meet. They are planning to hold a Teen Trivia Night in the next few months.
- The Director discussed new protocols for counting money collected at the Circulation Desk and to be deposited in the Lakeland Bank checking account. The new protocols build in more checks in the procedures.
• N. Moody had a question about the Mayor contacting a patron who had four popular DVDs overdue for a long-time. She had a question if that was the appropriate role for the Mayor. The Board had a long discussion of whether the Mayor should do this. There was a difference of opinion on whether he should do this. The Mayor will continue to help the Library try to get back long overdue items who are abusing their Library borrowing privileges.

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

**Treasurer’s Report**
The Treasurer gave the following report:

• The amount in the Lakeland Bank checking account is $10,376.65.
• There is $69,711.71 in the New Jersey Cash Management Fund.
• The checks to be written are $28,506.83 to the Borough and $103.62 for petty cash.
• In order to have enough in the checking account for these two checks, the Treasurer recommended transferring $23,000 from the NJCMF to the Lakeland checking account to do this.

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

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

**Old Business**

**Sinks in the Rest Rooms**
The Mayor announced that all the sinks in the restrooms in the lobby are being replaced with new ones!

**December 31, 2019**
The Director asked the Board permission to open the Library on that day from 10 - 12 (past history shows that most of the circulation on that day occurs). Afterwards, Esther Booth will do a course on things the Library staff can do to help a person with a medical emergency (CPR, Heimlich maneuver, etc.). The Board approved the early closing.

**2019 Budget**
The final version of the 2019 budget submitted by the Director was approved.
Financial Forecast
Approval of the document was tabled. In response to some of the items in the document, N. Moody suggested going to Staples or another local store to see if the Library could get a discount on the desk chairs it will need to replace. C. Piccirillo asked about replacing the carpeting. The Mayor said that the Library could be put on a carpeting replacement schedule with the Borough. The Mayor said the Library could ask the Council for extra funding for replacing the carpeting although he cannot guarantee what the Council will do with the request. The Director mentioned that this year the Borough is paying around $6,000 less on behalf of the Library to PERS because of two staff retirements. How the reduction in what the Borough pays on the Library’s behalf is not clear. The Mayor said he will look into this.

New Business
ACH for copier payments
The Director asked if the Borough is comfortable with the Library establishing an automatic payment system in order to pay its copier bill. The payment due date is very close to the time when the Board meets and the company will charge a $26 late fee if it receives the check late. One option is to do an auto-pay with Lakeland Bank in order to pay the bill in time. Another option is to ask the Borough to cut a check to the copier company earlier in the month. The Board was comfortable with these options.

Replacing light fixtures in Children's Room
The lighting in the Children's Room is not as bright as the lighting in other parts of the Library. Bruce Levendusky suggested replacing the light fixtures (around $60 each) so that the lights are not so high up in the fixtures. The Board approved this renovation to the Library.

Public Comments
No comments.

Adjournment
R. Alviene motioned to adjourn the meeting. H. Donargo seconded the motion. The Board voted to adjourn the meeting. The meeting adjourned at 6:41 p.m.

Respectfully submitted,

Luis Rodriguez