

## **The Butler Public Library Board of Trustees Minutes December 5, 2019 Meeting**

**Meeting called to order:** at 6:05 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, Nancy Moody, Camille Piccirillo, and Luis Rodriguez.

**Excused:**

Helene Donargo, Suzanne Greco, and Becky Karowich

**Minutes:**

M. Hanisch motioned and R. Alviene seconded the motion to approve the minutes of the November 7, 2019 minutes as submitted. The Board voted unanimously to approve the minutes.

**President's Comments**

The President wished everyone a healthy and Happy New Year and a Merry Christmas.

**Director's Report:**

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

- The Director encouraged the Board to attend the program on December 19 when the drum circle will perform and the comic books related to substance abuse which students created will be unveiled.
- The Prowse twins have been teaching a class on Scratch to middle school students in order to earn a badge. The program has been going well. The Director invited the twins to show the students' work at the December 19 event.
- Architekt Studio has agreed to do a caroling program at the Library as part of the Toys for Tots collection drive in 2020.
- The Director spoke about the Library's budget status. So far, the Library has collected more in revenues than projected. Personnel costs are much higher than projected but spending in other areas is less than projected. Currently, the surplus is around \$4,500. The Director

thinks that the Library will spend less than its revenues depending on what occurs in December.

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:

As of the day before the meeting:

- There was \$5,112.80 in the Lakeland checking account.
- As of the day before the meeting, there was \$129,340.35 in the New Jersey Cash Management Fund (NCMF).
- A check from the Borough (and some money from the Circulation Desk) totaling \$82,341.66 was deposited recently (4<sup>th</sup> quarter tax monies for the Library).
- The amount owed the Borough is \$81,461.99 (this includes the \$47,500 payment to the Borough). The petty cash checks will come to \$225.05.
- The Treasurer will transfer \$81,100 from the NJCMF account to Lakeland to cover the Borough and petty cash checks.
- The Director said he spoke to J. Kozimor about waiting to pay the Borough later in December in order to earn more interest in the NJCMF account.
- The Director said that the Borough reduced the PERS amount it charges the Library to account for the reduced payments to PERS because of two Library employee retirements in 2018.

R. Alviene motioned and N. Moody seconded the motion to approve the Treasurer's report. 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**

#### **ACH for Copier Payments**

The Director spoke about the issue of ACH payments to the copier leasing company. Because they give a short time frame to pay its invoice (20 days), there is a possibility of incurring a late fee. The Director checked on what Lakeland would charge to set up an automated payment process for the invoice and the Bank charges are more than the late fee. The Board suggested that the Director look into doing quarterly payments to avoid this issue.

**New Business****Staff Party**

The Director said that the Library would like to have its staff party on December 19. The Friends will cover the cost of the party. The Library would be closed from 12 noon to 2 p.m. The Board agreed to this closing.

**Photo Agreement Form**

The Director asked the Board to make minor changes to the photo release form. N. Moody motioned to accept the form with the changes. M. Hanisch seconded the motion. The Board agreed to the changes.

**Public Comments**

No comments.

**Adjournment**

R. Alviene motioned to adjourn the meeting. M. Hanisch seconded the motion. The Board voted to adjourn the meeting. The meeting adjourned at 6:28 p.m.

Respectfully submitted,

Luis Rodriguez