

The Butler Public Library Board of Trustees Minutes April 2, 2020 Meeting

Meeting called to order: at 6:02 p.m. by Camille Piccirillo.

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

Roll Call:

Present: Helen Donargo, Maryanne Hanisch (Treasurer), Becky Karpowich, Nancy Moody, Camille Piccirillo (President) and Luis Rodriguez (Director).

Excused: Robert Alviene and Susan Greco

President's Comments:

The President reminded the Board members to complete their financial disclosures. If a Board member needs help, the member should reach out to Mary O'Keefe.

Minutes:

N. Moody noticed that the section on the by-laws needed to be corrected. N. Moody motioned that the minutes submitted by the Director be approved with the section on the by-laws in the draft of the minutes removed. The by-law corrections will be discussed at another time. M. Hanisch seconded this motion. The Board unanimously approved the minutes minus the section on the by-laws.

Director's Report:

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

- Asking patrons not to put materials in the book drop seems to be working well.
- Library staff members are regularly posting updates on the Library website and social media.
- Arlene Walk is doing a program where parents are being asked to submit photos of an Easter Bunny made by their child. The photos are being posted on social media and will be displayed when the Library re-open.
- Jenna Fleming is doing creative things with the social media postings
- The Borough paid for a firm to come in and do a deep-cleaning of the Library. They sprayed disinfectant on walls without posters and surfaces. The virus should be dead by the time we re-open. The deep-cleaning will give patrons assurance when we re-open.

- The Director said that he and his staff are discussing having two re-openings: one for staff and then one for the public. This will give the staff time to get the Library ready for the public.
- The Director contacted community groups (the VFW, the XYZ Club, and the Wednesday Book Club) to let them know that he could host one of their meetings on the Library Zoom account. He asked the Board if he should extend this offer to local churches (not for a service but as a way to connect with congregants). The Board did not think this was necessary - local clergy most likely have access to Zoom or to support on using Zoom.
- One of the Library staff is a Girl Scout Troop leader and she thinks the scouts do not need support with hosting online meetings.
- The Director is working on a how to use Zoom program. The outreach for the program will be for seniors.
- The President asked about a hosting virtual book club meeting. The Director has reached out to the Wednesday Book Club and Kristen Talbot is working to do an online meeting for the Thursday evening book club. The biggest problem is getting copies of the book to read to all of clubs.

N. Moody motioned to approve the Director's report. B. Karpowich seconded the motion. The Board voted unanimously to approve the report.

Treasurer's Report:

The Treasurer said that Jim Kozimor, the Borough's finance officer, said it was no problem for the Library to re-pay the Borough for the Borough's expenses when paying bills and payroll on behalf of the Library when the Library re-opens.

At the moment, there is around \$90,000 in the Lakeland checking account. This is due to the deposit of the first quarter tax collection check from the Borough. The Treasurer will transfer money from the Lakeland checking account to the New Jersey Cash Management Fund until funds are needed to re-pay the Borough. As is Board policy, she will keep at least \$4,500 in the checking account.

Before the meeting, the Director had sent a list of bills to be paid to the Board. When the Board meets face-to-face, the Director will give the Board copies of the vouchers associated with the bills.

N. Moody motioned and M. Hanisch seconded the motion to approve paying the April bills. The Board held a roll call vote on the motion, and it passed unanimously.

Old Business:

Meeting Room Policy: The Director had shared emails from the State Library on meeting room policies. The Board will discuss these emails at a later time. N. Moody mentioned that she did not have a clean copy of the policy approved at the June 2019 meeting. The Director will send a clean copy of the policy to the Board.

New Business:

2020 Proposed Budget: The Director said he would have to send a new version of the proposed budget because of calculation errors he made in payroll projections. He will also need to adjust the payroll expenditures' amount because the current projection he shared with the Board before the meeting did not take into account that the Library will be closed on Saturdays in the summer. Thus, his projections are higher than they should be.

Public Comments

Several Library staff attended the meeting to hear suggestions on what kinds of programs are needed during this crisis. There was discussion among the Board members of this issue. B. Karpowich thought that programs for students were not imperative. The consensus was to focus on programs to help seniors use Zoom and other technologies to communicate while staying inside.

Adjournment

H. Donargo motioned to adjourn. B. Karpowich seconded the motion. The Board voted to adjourn the meeting. The meeting adjourned at 6:38 p.m.

Respectfully submitted,

Luis Rodriguez