The Butler Public Library Board of Trustees Minutes  
March 5, 2020 Meeting

**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:**

**Minutes:**
N. Moody motioned that the minutes of the February 5, 2020 meeting be approved as submitted. H. Donargo seconded the motion. The Board voted unanimously to approve the minutes.

**President’s Comments**
No 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 published a new issue of its newsletter. It covers April to June 2020. The Director explained that the Library used to do an eight page newsletter but to save money it is now doing a four page newsletter, covering adult programs only. The Library now makes separate brochures for children and teen programs. A Board member asked if we are losing any audience by doing this, especially children. The Director said that the person in charge of children's programs, sends out the brochure to the Aaron Decker principal. The Library also does a lot of other forms of advertising for its programs.

- The Director mentioned that he is chair of the MAIN Public Relations Committee. MAIN hired a marketing firm to help it and the Public Relations Committee is the lead committee in working with the firm. In a meeting with the firm, the contact from the firm praised what Butler was doing with its social media.

- The Friends purchased two computers and a scanner. As a consequence of installing the new equipment, a tech person from MAIN spent three days in the Library fixing the many public computer problems the Library was having.
The Director said he would send to the Board the list of possible sites for which the Friends can purchase a museum pass. Right now, the Friends have put up a survey to vote for your top three museums for which to buy a pass.

The Director spoke about the Junior Solar Sprint program, a program in which students in grades 6 - 8 work as a team to build a solar powered car. The teams from the Library race against other teams from Morris County. He thanked B. Karpowich and others for all of the help they are giving the Library in this program.

The Director met with Suzanne and showed her stuff the schools could use if they are closed.

B. Karpowich motioned to accept the Director’s report. S. Greco seconded the motion. The Board approved the report unanimously.

**Treasurer's Report**

The Treasurer gave the following report:

There is $4231.48 in the New Jersey Cash Management Fund. There is $90,145.57, as of one week ago, in the Lakeland checking account. The Treasurer reported that the amount to reimburse the Borough for the payments it makes on our behalf is $25,013.06, The amount to reimburse the petty cash fund is $22.03. There is enough in our account to pay our bills. The Treasurer calculates that we can spend around $60,000 before we will need to transfer money from the Cash Management Fund account to the checking account.

R. Alviene motioned and N. Moody seconded the motion to approve the Treasurer’s report. The Board held a roll call vote and the report was approved unanimously.

The Board reviewed the bills to pay. N. Moody motioned and H. Donargo seconded the motion to pay the bills. The Board held a roll call vote and the motion was approved unanimously.

**Old Business**

**Meeting Room Policy**

The State Librarian sent a letter to library directors. The letter stated that “free” public libraries are not to collect fees for use of meeting rooms. The Director sent an email to his contact at the State Library asking about the issue of giving preferences for use of meeting rooms to organizations from Butler. The contact wrote that the State Library does “not believe it is permissible to restrict use based on the type of organization using the room.” The Board will review the approved policy given this correspondence. It had a brief discussion on the approved policy. The policy does not include a charging of fees for room usage. The Director
mentioned that the approved policy has an order of priority as to whom can request a room. N. Moody pointed out that preference is only when a scheduling conflict exists and thus it does not prohibit any group from using a meeting room. The Board will review the Meeting Room Policy at the next meeting.

2019 Budget Transfers
The Director made recommendations to move money from one account in the positive to other accounts in the negative. The Board reviewed his recommendations. H. Donargo motioned to approve the transfer. B. Karpowich seconded the motion. The motion passed unanimously.

By-Laws

Sections Discussed at the February Meeting
The Director had a question on Article 2, Section 4, a section discussed at the previous Board meeting. He wondered if the director or children's programmer was to sign a form on volunteer hours, that would be a violation of this section. C. Piccirillo pointed out that the language specifies that the policy refers to documents authorized by the Board and the volunteer form would not apply.

N. Moody made a minor correction to the revisions the Director shared with the Board. (Article 2; Section 1): suggested adding "or as soon possible" to the end of the section.

M. Hanisch asked about a Nominating Committee (Section 2). It states that the Nominating Committee should meet to choose officers three months prior to the meeting where officers are to be elected. This has not been followed in the past but it should be and it should stay in case the number of members on the Board expands.

She also asked a question about language in Article I, Section 3 that the president not be able to serve more than three consecutive years. N. Moody recommended changing the wording to: "The President may not serve more than three consecutive years unless by a special vote of the Board of Trustees."

New Sections: 5, 6, & 7
Section 5: This section defines the duties of the Vice President. There was a suggestion that a Board member be designated at the reorganization meeting to serve those duties. N. Moody suggested adding "this trustee will be designated at the official meeting.

This is the amended wording for this section:
In the absence of the president or of a vacancy in that office, a trustee designated by the Board shall exercise the president’s functions. This Trustee will be designated at the reorganization meeting.

Section 6: This section discusses the duties of the Secretary. The Board members suggestions were to take "shall call the roll;" take out "and;" clarify that the Secretary takes the meeting minutes and "issues notices of special meeting(s)"

N. Moody thought having an agenda five days before the meeting will be helpful. She asked that reports other than financial/budget reports be sent five days ahead. She also suggested that the meeting start with a discussion approving the agenda and adding any items to the agenda.

This is the amended and some suggested wording for this section:

The Secretary shall keep a true and accurate record of the Board meetings [also known as “the minutes”], record votes, shall issue notices of all regular meetings, shall, on authorization of the president, issue notices of special meetings, shall have custody of the minutes and other records of the board, shall notify the appointing authority of any vacancies on the Board, and shall perform such other duties as are generally associated with that office.

Notices of all regular meetings shall be mailed [or sent via email] to the Board members at least five days in advance of the meeting and shall include copies of the [draft] minutes of the prior meeting, the agenda to be discussed at the proposed meeting, and any reports considered essential to consideration of the agenda, unless all information for an accurate report has not yet been collected.

NOTE: On the Issue of agenda being officially approved at a meeting. The Director recommends this be addressed in this section in Article III

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as the circumstances of the meeting will permit:

1. Announcement of compliance with the Open Public Meetings Law
2. Call to order
3. Roll call of members
4. Welcome to visitors with instructions on when to address the board
5. [Approval of Agenda]
NOTE: this is in Article III. Should it be incorporated into Section 6?

Article III: Section 4. Special meetings may be called by the secretary at the direction of the president, or at the written request of two members, for the transaction of business as stated in the call for the meeting.

Section 7: This section deals with the duties of the Treasurer. N. Moody suggested that this section - *In all cases, however, the treasurer must be bonded in an amount authorized by a resolution of the board* - should be addressed at the first annual reorganization meeting. There was a discussion of the auditing procedures related to the signing of the vouchers. The Director explained the process. He checks what is given to him by the person who collects invoices. She consolidates the invoices into a voucher per budget line item. The Director signs that payment is approved after looking at the voucher. The Borough Finance Officer then checks what the Library submits to him for conversion into checks.

The Board asked that the section on the Treasurer writing checks be removed. [Note: the Treasurer does get authorization to write the Borough and petty cash checks. On occasion, the Treasurer will write a check for an irregular and emergency expense incurred before the Board next meets. For example, some vendors will not accept a personal credit card if the name on the card does not match the buyer of the item(s) - the Library would be the buyer. If time is of the essence, the Director would ask the Treasurer to write a check for this expense.]

The Mayor suggested discussing this section with the Borough Chief Financial Officer to make sure it agrees with what he does.

A question was raised as to who is the Treasurer’s back-up: N. Moody asked about the President being the back-up if the Treasurer is not able to sign the check to the Borough or the petty cash check. The consensus was that this need not be specified in this section since those can be listed in the duties of the President.

This is the amended wording, with some suggestions:

Section 7
The duties of the treasurer depend upon whether the library disburses its own funds or whether the municipal treasurer [*Change to Chief Financial Officer*] is the disbursing officer. In all cases, however, the Treasurer must be bonded in an amount authorized by a resolution of the Board at its reorganization meeting, shall have charge of the special funds and income outside of the appropriations in charge of the municipal treasurer [*CFO*], shall sign checks on the authorization of the board, and shall present a financial report on the state of the funds of the Board.
NOTE: when reviewing the By-Laws a second time, we need to make sure the section on the duties of the President include these duties. It is not in the current by-laws.

Proposed Budget
The Borough has not yet approved its 2020 budget. The Director stated that Maryanne and Bill Hanisch noticed an error in the personnel cost amounts. The proposed budget which the Director will give the Board at the April meeting will include the fixes to these errors.

The Board next moved to a discussion of the amount of the percentage of increase in staff wages to use when calculating 2020 personnel costs. N. Moody suggested a 3.25 or 3.5% increase plus an extra paid vacation day. The Mayor said that vacations are set by years of service, as they are for Borough employees. The Director thought a 3.5% raise would be a good amount because there are fewer staff and the Library is doing more than has been done in the past. Board members asked if this was within the revenue projects. It was. The President asked if Board members had an amount of increase in mind. M. Hanisch noted that the cost of living adjustment for Social Security was 2.8% and that should be in the back of the Board’s mind. The Mayor said that the military received a 3.1% raise. The President asked the Board members to state what they were thinking in terms of a raise. The Board members responded:

C. Piccirillo: 3.25%
B. Alviene - 3.33%
M. Hanisch - 3.5%
N. Moody - 3.5%
B. Karpowich - 3.25%
H. Donargo - 3.5%

The Board had a long discussion on a 3.33% increase. N. Moody proposed one other way to show the staff the Board's appreciation for their work. The Director proposed a stipend for this year only. The Mayor asked that the Director speak to the Borough Chief Financial Officer about the Borough’s ability to issue a stipend and he also proposed a stipend of $100.

There was a discussion of who determines vacation days and closed holidays. The Mayor stated that vacation days increase with longevity and he was concerned that Boro employees would want an extra closed holiday if the Library staff received it. The Director said that an extra closed holiday would not be fair to Butler residents.
New Business
There was no new business on the agenda.

Public Comments
There were no public 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 6:59 p.m.

Respectfully submitted,

Luis Rodriguez