

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

Meeting called to order: at 6:12 p.m. by Camille Piccirillo

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

Roll Call:

Present: Robert Alviene, Helen Donargo, Maryanne Hanisch, Nancy Moody, Camille Piccirillo and Luis Rodriguez.

Excused: Suzanne Greco and Becky Karpowich

Minutes:

N. Moody motioned that the draft minutes be changed by removing the first sentence from this section on page 3:

The plan mentioned that the Board had voted and approved the process. M. Hanisch motioned for the Board to approve this process as mentioned in the plan.

H. Donargo seconded the motion. The Board unanimously approved the minutes submitted with the first sentence removed.

President's Comments

The President noted that after a long closing due to the pandemic, the Library was starting to get back into business.

Director's Report:

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

Programming

The Library is doing a lot of virtual programs:

- The first Zumba class had 22 attendees.
- The program on the Hamilton sisters had 40+ attendees.
- The Library is not doing story times for children but is doing many craft activities for them.
- On July 28 and on most Tuesday afterwards, the Library will be offering yoga classes on Zoom.

- Four libraries in the area (Butler, Kinnelon, Pequannock and Riverdale) are doing joint programs in the summer.

The Director asked the Board about any concerns in the Library setting up a table outside to display books for children to choose by pointing at them. The Mayor asked if this was within State guidelines. The Director said he will check on this.

A Boy Scout recently gave the Director information on his Eagle Scout project to renovate the benches in the playground and add two new ones. The Director shared the plans with Jim Lampmann, the Borough's Business Administrator, for comments on the Scout's plans.

The Director also plans to extend the reach of the Library's wi-fi networks to the benches.

The Director also would like to lend the Library's Chromebooks to give patrons access to wi-fi without letting patrons into the building.

The Director reached out to a Butler resident who helped people who migrated from Central America at last summer's Health Department vaccination clinics to help get recent immigrants to complete the Census forms. The Library is also giving reminders to complete the Census to patrons who borrow Library material.

The President asked about the level of activity with curbside pick-up. The Director said that there has not been a lot of activity.

The President asked if the Library had instructions for getting an item is on the Library website. The Director said they are on the Library website.

The Director stated that a patron asked when patrons will be let into the Library. The Director expressed his concern about letting patrons into the Library to browse for materials because the Circulation Desk and the new books and DVD shelves are right at the entrance to the Library. He is not sure if proper social distancing can be maintained. The Library will be putting up lists of new books to help patrons choose books to read and DVDs to watch to let patrons know what new items have arrived,

M. Hanisch motioned to accept the Director's report. H. Donargo seconded the motion. The Board approved the report unanimously.

Treasurer's Report

The Treasurer gave the following report:

We are waiting for the 2nd quarter tax revenue deposit from the Borough. When we get it we will pay the Borough the back for the months in which it did not get reimbursed for the checks it cut on our behalf and for the payroll expenses it incurred. As of July 2, there is \$4,524.37 in the Lakeland Checking account. The Treasurer is having problems with her password for the New Jersey Cash Management Account. She will call the NJCMF on Monday to get exact amount but thinks it will be same as last month - around \$66,000.

H. Donargo 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 Director stated that he made a mistake in getting the vouchers to the Borough. They are normally brought by Margaret Assante to the Borough for processing on the Wednesday before the Board meeting. However, because she is now working when staff on not in, Margaret Assante, the Library bookkeeper, put the vouchers on the Director's desk expecting him to bring the vouchers to the Borough. The Director did not take them to the Borough but put them on Margaret's desk. The Director proposed bringing the vouchers to the Borough and the Borough would prepare the documents the Director normally shares with the Board during the review of the bills to pay part of the meeting. The Director will share these documents with the Treasurer, who will review them and let the Director know that the bills can be paid. Once the Treasurer gives approval, the checks would be mailed to the vendors.

R. Alviene motioned and N. Moody seconded the motion to approve the process discussed above. The Board held a roll call vote and the process was approved unanimously.

Old Business

No old business.

New Business

The Director said he is a little more concerned of letting patrons into the Library because the Governor pulled back on indoor dining. The Board agreed wholeheartedly.

Public Comments

There were no public comments.

Adjournment

H. Donargo motioned to adjourn the meeting. N. Moody seconded the motion. The Board voted to adjourn the meeting. The meeting adjourned at 6:47 p.m.

Respectfully submitted,

Luis Rodriguez