The Butler Public Library Board of Trustees Minutes
December 3, 2020 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: Helene Donargo, Maryanne Hanisch, Becky Karpowich, Ryan Martinez (newly appointed Acting Mayor), Nancy Moody, Camille Piccirillo, and Luis Rodriguez.

Excused: Suzanne Greco

Minutes:
The Board reviewed the draft of the November meeting minutes.

H. Donargo motioned to accept the minutes as submitted. M. Hanisch seconded the motion. The Board unanimously approved the motion of accepting the minutes as submitted.

President’s Comments
The President welcomed Acting Mayor Martinez to the Board. She said he is doing a wonderful job.

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

Upcoming programs:
• We are having a Beatles program.
• We are hosting Tai Chi classes in January. In the process of checking the medical benefits the person doing the classes listed, the Director found that Tai Chi does have a lot of benefits.
• The Director asked the Board what it thought of inviting up to three unrelated people to come into the Library to learn about Library resources. The Board did not think this was a good idea because not many may come into the Library. The Director will do sessions by request.
• The Friends will give the Library more money.
N. Moody commented on the Director’s report.

- She thought that not more than one unrelated person should be allowed to meet with the Director for one-on-one sessions. The Director thought this a good idea, especially given the increase in COVID cases.
- She also asked about the $850 the Friends were donating to cover one half the cost of HVAC maintenance for one year. She wondered if it would be more cost-effective to continue to let the Borough staff to maintain the HVAC and replace the filters. The Director thought it would be worth spending the money in order to have a trained specialist advice the Library on how to set up its HVAC system. The President stated that it was worth it to have a trained person to maintain the system for this year, given COVID. The Director said that this was a one-time maintenance contract. He hopes that by next December, he will not need to rely on this service because of COVID concerns. The Board was OK with this arrangement.

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. She had also emailed the report to the Board before the meeting:

- There is $9,897.30 in the New Jersey Cash Management Fund. The interest currently being earned in the cash fund is 0.11%.

- The Lakeland checking account balance is $146,910.08 ($20,000 of this is from the Imandt Fund CD and is earmarked for the 2021 budget.) The interest rate on this account has held steady.

The Treasurer asked the Director if the amount listed in the email he sent the Board today includes the payment to Judith Emering. He said it does. [The email stated that the Library owes the Borough $42,603.89 for the charges the Borough incurred on the Library’s behalf plus the $47,500 administrative fee from the Borough.] The Treasurer asked if there would be any other bills or charges. The Director said that there are two more pay periods in this year. He projected another $18 - $19,000 more in payroll charges. He then explained the process he uses to see if personnel expenses are higher or lower than expected.

The Treasurer asked if this month’s bills, etc. will come to $90,000. The Director said yes. The Treasurer then said that the Library should be OK moneywise in paying these expenses.
The Treasurer said she sent Jim Kozimor, the Borough’s chief financial officer, an email asking if the interest rate from the New Jersey Cash Management Fund makes it worth keeping money in the Fund or if it is better to keep it in Lakeland since it appears that the Lakeland rate is better. Jim Kozimor agreed with this. The Treasurer then proposed keeping more money in the Lakeland account than in the Fund. The President agreed with this proposal. Both agreed to keep the Fund account open to see how things proceed. The President asked the other Board members what they thought and they all agreed with this plan.

N. Moody motioned to approve the Treasurer’s report. B. Karpowich seconded that motion. The Board unanimously voted to approve the report and also motioned to approve the bills to pay [the Board reviewed the bills to pay shared via email prior to the meeting by the Director.] The Board held a roll call vote on both motions and the motions were approved unanimously.

**Old Business**

**2020 Budget Review**
The Director explained content of the sheets in the excel spreadsheet he shared with the report, especially the sheet which compared the approved expenditures with the expenditures to date. The Board asked what to do with the budget report. The Director said he wanted to let the Board know the status of the Library budget at this time.

**Audit Report**
The President noted that the recommendations have been the same as those from the past years’ budget. The Director explained a new process to track money collected at the Circulation Desk since there is not enough space at the Desk for a cash register. The Director thought the Library had good audit control over this revenue. The President agreed. He said that one of the auditors told him that many small organizations do not have a general ledger. The separation of duties is hard to due with the small staff. Also, the Director thought that there was a check on the bank statements since the Director and the Treasurer both check the monthly bank statements, which is also shared with the other Board members.

B. Karpowich motioned to accept the audit report. M. Hanisch seconded the motion. A roll call was held and the Board voted unanimously to accept the audit report.
**New Business**

**Closing Dates**
N. Moody motioned to accept the closing dates the Director shared with the Board. B. Karpowich seconded the motion. The Board approved the dates as submitted.

At the end of the meeting, the Director mentioned that he plans to put the agenda on the website before the meeting. He will try to get the draft agenda to the Board when he sends out his report.

**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 6:49 p.m.

Respectfully submitted,

Luis Rodriguez