The Butler Public Library Board of Trustees Minutes
February 4, 2021 Meeting

Meeting called to order: at 6:16 p.m. by Nancy Moody in place of Camille Piccirillo, who had a work obligation.

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

Roll Call:
Present: Helen Donargo, Maryanne Hanisch, Becky Karpowich, Jason Karpowich (Board of Education representative), Ryan Martinez, Nancy Moody and Luis Rodriguez.

Excused: Camille Piccirillo

Minutes:
B. Karpowich motioned and H. Donargo seconded the motion that the draft minutes be approved as submitted.

The Board unanimously approved the minutes as submitted.

President’s Comments
The President’s comments were tabled due to her absence.

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

- The Friends agreed to pay for the programmable thermostat and to replace the carpet in the front entrance with tile.
- The director asked for suggestions on pen pal program in summer.
- A student who is going to one of the Morris County School of Technology academies volunteered to do two programs for the Library. One would be a French language class and another would be to run programs developed by the Engineering Girl organization. The director said he likes to give high school students opportunities to lead programs with adult staff available to help and providing feedback.

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:

- The Treasurer said that the checking account balance is good and that we can cover our bills to pay.
- Since the last Board meeting, the following bills were paid on Jan. 12, 2021:
  - $62.45  Petty cash
  - $1,729.07  Borough payment for January 2021 expenditures
  - $18,160.84  Borough, for payroll expenditures for December 2020
- The balances in the Library’s accounts are:
  - NJCMF - $9,898.23  Interest rate 0.11% (Down 0.01)
  - Lakeland Money Market Account - $38,850.15  Interest rate 0.20% (Unchanged)
- The bills to approve to pay at this meeting are:
  - Payment to the Borough: $20,619.61
  - Petty Cash Fund: $206.63

R. Martinez motioned and B. Karpowich seconded the motion to approve the Treasurer’s report. The Board held a roll call vote and the report was approved unanimously.

The Board next discussed the bills to pay. H. Donargo motioned and B. Karpowich seconded the motion to pay the bills presented. The Board held a roll call vote and the motion was approved unanimously.

Old Business

2020 Budget Review
The Director discussed the 2020 end of year budget review he sent to the Board. He stated that the Library ended up with a surplus. This was very good given the extra expenses due to COVID.

The Director said he will start working on the 2021 budget. The Director explained that the Board would wait until the Borough approved its budget before approving the Library budget. The Director asked the Mayor if the Borough could give the Library $10,000 in addition to the mill rate amount. The Mayor stated that the Council has not had budget discussions yet and that with COVID that may be difficult but he will find out.

The Mayor asked what is the typical budget for the Library. The Director stated that it is driven by the mill rate. It has been around $370K. The Director said that the Board should consider that the money from the Imandt Fund will run out and that when he retires, the new director will most likely need to
have his or her health insurance provided. The Director also recommended to pay the new director more than he is paid. He is not paid as well as other directors. The new director should be paid more than he does in order to get a director to commit to stay at the library for at least five years, if not longer.

**New Business**

**2021 Budget Preparation**

The Director stated that the Library will receive $2000+ in mill rate and that MAIN is not increasing its assessment. The fine revenue will go down especially since MAIN has instituted auto-renewal. The Director said that there is a possibility to get more money from fund-raising and the Friends.

He also did a preliminary payroll review: the 2021 costs should be $20,000 less than what was spent in 2020. He needs to check his numbers again. He said that one of the disadvantages of trying to save on payroll is that the Library does not have many staff to cover when a staff member is absent.

The Director asked how often the Board would like a review of payroll expenditures to date. The Board said that they can be done quarterly.

The Director also mentioned:

- that the Imandt Fund money ($20K) is dedicated towards the purchase of materials
- he also said that he plans to open every Saturday until the summer.

A Board member asked if the library will still let people in by appointment. The Director said it will and explained why this was needed: to prevent several people browsing for new adult books and DVDs and not be able to have patrons maintain a safe social distance. N. Moody stated that she thought appointments were essential for safety.

**Background Checks**

The Board had an extensive discussion on background checks for staff and volunteers. The Director said that most public libraries require a background check upon hiring, but not all do. The Borough of Butler only requires a background check for certain Recreation Department staff. The Director said that the Library relies on volunteers to help run its programs and requiring background checks of volunteers could become problematic.

The consensus of the Board was that staff should get background checks.

The Director mentioned some of the measures the Library takes to prevent abuse:

- It keeps doors open to its programs;
• It tries to have staff either in a program led by a volunteer or to check on the program frequently;
• It tries not to have an adult volunteer alone with minors.

The Mayor and the Director said that they thought policy and practice should be situational: how many other volunteers (parents, etc.) are in a room where a program with minors is being held is one consideration. The Director said that, for now, he will ask that at least two adults be in a room with minors.

Kristen Talbott said that staff continually go into meeting rooms to ask if help is needed. The Director also said that the issue of how often should staff get a background check?

N. Moody stated that the library seems to have unwritten procedures in place and she suggested they be put into writing. She asked that this be discussed and the next meeting in order to put the procedures into writing.

**Public Comments**
There were no public comments.

**Adjournment**

B. Karpowich motioned and M. Hanisch seconded the motion to adjourn. The Board voted unanimously to adjourn.

The meeting adjourned at 7:05 p.m.

Respectfully submitted,

Luis Rodriguez