

## **The Butler Public Library Board of Trustees Minutes April 1, 2021 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: Helene Donargo, Maryanne Hanisch, Nancy Moody, Camille Piccirillo, and Luis Rodriguez.

Excused: Ryan Martinez

**President's Comments**

Before the meeting, Trustee Nancy Moody had notified the Board that she would be leaving the Board effective June 4, 2021. The President stated that the Board will miss her and that the President appreciates Nancy's service on the Board and her advanced notice. Nancy thanked everyone. She said she loves the Library, but does not have time, due to professional and personal commitments, to continue on the Board.

N. Moody then asked about the financial disclosure forms Trustees normally submit around this time of year. The Director said he would contact Mary O'Keefe, Borough Clerk, and ask about the status of the forms.

**Minutes:**

The Board reviewed the draft of the March 2021 meeting minutes. H. Donargo motioned to accept the minutes as submitted. M. Hanisch seconded that motion. The Board unanimously approved accepting the minutes as submitted.

**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 are making generous donations to the Library. Also, the Wheel of Dream group donated \$500 to the Friends to help support the Library's "Gift A Book" program.

The Butler Municipal Alliance Committee (MAC) has \$1,000 to help Library hold a program during the summer. The Director and MAC Chair are considering either having Life Stage Theater come back and do an outdoor drum circle program or having a

program in the summer helping college students and others better cope with depression.

The Director said that the Library has been thinking of how to do outdoor programs. A program could be held in the park by the Senior Community. Another option would be to see if a retractable awning could be installed. He then mentioned that Bill Budesheim, the Borough Zoning and Property Maintenance Office, said he had one he could donate.

The Director announced that Jenna Fleming resigned. He said that the Library needs to replace her with one or two new staff, but but will wait for a while before doing so.

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

#### **Treasurer's Report**

The Treasurer said the Library has enough money to pay the Borough \$25,805.14 and to write a check for \$228.64 to reimburse the Petty Cash Fund.

N. Moody motioned to approve the Treasurer's Report. B. Karpowich seconded the motion. The Board held a roll call vote and the motion was passed unanimously.

#### **Approval of Bills to Pay**

N. Moody motioned and H. Donargo seconded the motion to pay the bills listed above. A roll call was held and the motion passed unanimously.

#### **Old Business**

##### **Continue with Patrons Making Appointments to Enter the Library**

The Director said that he had originally thought of asking patrons to make an appointment between the hours of 10 a.m. to 1 p.m., and then allow patrons to enter the Library after that without having to make an appointment. However, the rise in COVID cases in New Jersey led him to modify this so that a patron could enter the Library without making an appointment on Wednesdays and on Saturdays ("Walk-in Wednesdays").

N. Moody asked if staff are comfortable with this. The Director said he had asked three staff members and they were comfortable and that he would ask the other staff members. If they are comfortable with this arrangement, then the Library would implement this. N. Moody also

said that as long as the protocols (masks, etc.) are still in place, she is OK with this. She said if the number of COVID cases increases dramatically not to be afraid to go back to appointments only.

The Board agreed with this approach.

#### Criminal Background Checks

The Director said he spoke Jim Lampmann, Borough Administrator, about Mr. Lampmann's discussion with the Borough and Library's insurance carrier. The carrier said that their biggest concern is one adult with children (the Library's approach would be to always have two unrelated adults with the children in a program with staff checking the room periodically). Jim Lampmann said that coaches also get training on how to work with children. If not burdensome, that is something we could ask volunteers to do. We are still developing the policy.

#### New Business

##### Allowing Groups of Fully Vaccinated People to Meet in the Library

Director asked that this be tabled. He recommended waiting on doing this until COVID cases begin declining.

##### Retractable Awning

The Board discussed the desirability of using the retractable awning from Bill Budesheim. After some discussion, B. Karpowich motioned to accept the donation, [the Borough Council would have to approve this]. H. Donargo seconded the motion. The Board approved the motion unanimously.

##### Capturing Butler History Project

M. Hanisch spoke about the project on which she is working. She will be doing a series of interviews of people trying to capture their memories of historic events in Butler. They will be posted on the Library's YouTube channel. The Board was excited about this project.

#### Public Comments

There were no public comments.

#### Adjournment

M. Hanisch motioned to adjourn the meeting. H. Donargo seconded the motion. The Board voted to adjourn the meeting. The meeting adjourned at 6:37 p.m.

Respectfully submitted,

Luis Rodriguez