

## **The Butler Public Library Board of Trustees Minutes February 3, 2022**

**Meeting called to order:** at 6:08 p.m. by Maryanne Hanisch.

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

**Roll Call:**

Present: Helene Donargo, Maryanne Hanisch, Becky Karpowich, Jason Karpowich, Nadia Cartelli, and Luis Rodriguez (Library Director, ex-officio).

Excused: Camille Piccirillo

**President's Comments**

No comments.

**Minutes:**

H. Donargo motioned and J. Karpowich seconded the motion to approve the minutes as submitted. The Board voted unanimously to approve the motion.

**Director's Report:**

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

- Attendance at the Toddler Time programs has increased a lot. It also seems more people are coming into the Library.
- The Library is having a lot of programs. M. Hanisch said that the programs look really good
- The Director said that the Mindfulness program is very good. Attendees are engaged. Director had a recommendation to do the program at 2 p.m., which the Library will do.
- The Friends will pay for the purchase of a new laptop. The Library will also purchase two new computers and will ask the Friends to fund this purchase and the first Mindfulness program.
- B. Karpowich said that the Superintendent approved bringing the books from the middle school library to the Library for the March 19 book drive (some books will be kept in the middle school library for teachers to use). J. Karpowich will also put out collection bins at the schools.
- The Director mentioned that he met with Heather Bethancourt, the middle school English as a Second Language teacher, about doing an ESL program for adults. The

Director will reach out to the county agency that gets funding for adult ESL classes to see if they can hold classes in Butler.

- The Access Navigator is coming to the Library on Wednesdays from 10 a.m. to 4 p.m. The Director encouraged the Board to refer anyone who wants to improve their career opportunities to meet with Laura Figueroa, the Access Navigator.

H. Donargo motioned and B. Karpowich seconded the motion to accept the Director's report. The Board unanimously accepted the report.

### **Treasurer's Report**

The Treasurer and Director had emailed Board members information on the checking accounts and bills to pay.

Bills paid on January 12, 2022:

- Check #1525 \$18,010.64 Borough of Butler
- #1526 \$88.85 Petty Cash

Current Balances and % rates:

- Lakeland \$64,045.29 0.15% (unchanged)
- NJCMF \$9,901.97 0.09% (increased by +0.02)

Bills to Pay

- The Library owes the Borough \$20,353.80 for expenses it incurred on the Library's behalf
- Petty Cash is \$235.81

The Director said that the Library is doing well at the moment but may face some challenges later - paying for a new director's healthcare and paying for some current staff member's accrued vacation and sick time.

B. Karpowich mentioned that M. Hanisch has been doing some very good stuff for the Museum. She has done videos of St. Anthony's history. The Director discussed some of the displays on Butler history he would like to have in the gallery outside the Library. M. Hanisch described the Museum's Main Street project.

The Board reviewed the bills to be paid. J. Karpowich motioned and H. Donargo seconded the motion to approve the Treasurer's report and the payment of the bills. M. Hanisch, as the Board member running the meeting, conducted a roll call and all voted yes on the motion.

## **Old Business**

### **2021 Budget Report**

Before the meeting, the Director sent the Board the 2021 budget, accounting for all expenditures and revenues. The Director said he wants to review the numbers once more, but the Library had a budget surplus of around 30,000. One reason was that the Library did not fill positions during the summer. Also, one staff member was on extended sick leave and was not paid for several pay periods at the end of the year.

### **MAIN Membership Agreement**

The Director stated that MAIN requires its members to sign an agreement. The Director shared the agreement with the Board. The Mayor raised a question about an immunity from liability clause. The Director will check with the Borough about the liability issue and if the Board members are covered if the Library is sued.

The Director asked if the Board would approve the agreement if the liability issue is resolved with the Board members covered for suits. The Treasurer suggested the agreement be approved via email, dependent on the liability issues discussed above.

## **New Business**

### **2021 Account Transfers**

Accounting rules suggest that the Library end its annual budget with no line items in the negative. The Director sent the Board suggested transfers so that no line item is negative. J. Karpowich motioned that the Board approve the transfers as suggested by the Director. H. Donargo seconded the motion. The Board unanimously approved the motion.

### **2022 Preliminary Budget**

The Director sent out a preliminary budget for 2022 to give the Board a chance to begin reviewing the budget. Based on the preliminary numbers, there may be a surplus of \$6 - \$8,000 in the budget. There may be even more of a surplus, unless there are some unexpected expenses.

## **Public Comments**

No comments.

## **Adjournment**

H. Donargo. N. Cartelli. The Board approved adjourning the meeting.

The meeting adjourned at 6:42 p.m.

Respectfully submitted,

Luis Rodriguez