

The Butler Public Library Board of Trustees Minutes June 2, 2022

Meeting called to order: at 6:09 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, Ryan Martinez, and Luis Rodriguez (Library Director, ex-officio).

Excused

Nadia Cartelli and Camille Picirillo

President's Comments

No comments.

Minutes:

H. Donargo motioned and N. Cartelli 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 programs is increasing.
- The Library is hosting an AARP Driver Safety class.
- The Library applied for funding to host a speaker from the NJ Council for the Humanities. He reached out to Shannon Neville-Greenwood, who is an AP History teacher at Butler High School about having her AP students create a display in the gallery in conjunction with the speaker's program. She is excited about the possibility of doing this.
- The Library is trying to get going a series of programs related to ESL. He is speaking with the Director of the Adult Education program at the Morris County Vocational School to see if they can help with funding/teacher for an ESL program.
- The Friends continue to make donations to the Library.
- The planters in front of Library look very good. M. Hanisch concurred.
- Summer Reading kick-off will be on June 30. We will have an ice cream truck from 12 noon to 2 p.m.

- The Director asked the Board members to spread the word on the “creating a folded hedgehog” program.

B. Karpowich motioned and H. Donargo 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.

The Treasurer's Report for June 2022 follows:

The Treasurer mentioned that the Director had informed the Board that the Library received the 2nd quarter check from the Borough. She also said that the Lakeland interest rate has not changed, but it is still better than the rate at other banks. The NJ Cash Management Fund did go up!

Checks written on May 12, 2022 for bills to pay, April 2022:

#1535 Borough of Butler \$16,590.00

#1536 Petty Cash 1 \$170.10

#1537 Petty Cash 2 \$100.00

Total Petty Cash = \$270.10

Current Balances

Lakeland \$156,739.56 Interest Rate 0.15% (unchanged)

NJCMF \$9,912.76 Interest Rate 0.79% (+0.22)

Bills to Pay

The Director had emailed the Board information on the owed the Borough (\$) and the petty cash reimbursement amount (\$).

The Library owes the Borough of Butler = \$37,944.12

Petty Cash = \$198.14

He also asked the Board to approve a payment of \$280 to Gayle Dunlap as reimbursement for the costs she incurred in the Basic First Aid and CPR class she gave the Library staff and a payment of to WT Cox for periodical subscriptions. The Director had emailed the Board this information on the WT Cox bill:

I just got this invoice. I wonder if the Board can approve paying it as part of the bills to pay segment? Otherwise, we would have to wait until September to pay them.

This is the invoice amount:

TOTAL AMOUNT \$ 605.49 TOTAL DUE \$ 605.49

The Board approved spending \$2,000 for periodicals so this is well below that amount. As best as I can remember, there will be another invoice from another company for more than \$300. However, we have asked WT Cox to get pricing for us to begin getting the paper copies of the NY Times, the Daily Record and the Suburban Trends. Not sure how much those will cost us for the rest of the year.

The President asked for a motion to approve the Treasurer's report. H. Donargo made the motion and J. Karpowich seconded the motion. The Board unanimously approved the motion.

The President then asked for a motion to approve all current bills to pay. J. Karpowich made the motion and R Martinez seconded the motion. The President did a roll call and the motion was approved.

Old Business

Personnel Expenditures Review

The Director gave the Board an update on personnel expenditures to date. He sent the following in an email to the Board.

We are almost \$5000 under the budgeted amounts in personnel expenditures

	Budgeted Amt.*	Avg. per check period*	Amount Projected to Date	Actual Amount	Difference
Salaries 1.1	\$ 232,188.65	\$ 8,930.34	\$ 98,233.74	\$ 93,976.84	\$ 4,256.90
FICA 1.2	\$ 18,000.00	692.31	\$ 7,615.41	\$ 7,377.36	\$ 238.05
DCRP 1.3	\$ 2,000.00	\$ 76.93	\$ 846.23	\$ 531.84	\$ 314.39
		\$	\$	\$	\$
	\$ 252,188.65	\$ 9,699.58	106,695.38	101,886.04	4,809.34

***The \$1,200 bonus is not included in this amount**

He also said that Library will save money when it closes on Saturdays but will have some extra expenses if a staff member is out or for events that require extra staffing (such as the Summer Reading Kick-Off). Still, he thought the Library will be under the amount budgeted in personnel expenditures at the end of the year.

New Business

Reaching Seniors (65+) for Project with High School

The Director asked the Board for suggestions for a program he would like to do, in conjunction with Shannon Neville- Greenwood of the Butler High School. The program would have high school seniors interview Butler senior citizens about how they arrived in Butler or what Butler was like when they were young and the senior citizens would interview the High School seniors about what it is like to be a high school student today.

M. Hanisch knows many people who grew up in Butler and could contact them.

People Throwing Their Household Trash in the Dumpsters Outside the Library

M. Hanisch said that someone posted on Facebook telling residents that the trash dumpsters outside the Library are a place to dispose of household trash. She did not think the dumpsters should be the destination point for dumping off garbage. The Mayor said that that was not the Borough's official position. The Director asked the Mayor if there was another spot to place the dumpsters. He suggested that they be put by the current playground. He assumed that the current playground would be dismantled when the new playground is built and that there would be open space there. The Mayor said the new playground would run from the fence by the Library to the area where the clothing donations bins are now located. The Mayor said that there was no other place in the Borough to put the dumpsters.

Public Comments

No comments.

Adjournment

J. Karpowich motioned, and H. Donargo seconded the motion to adjourn. The Board approved adjourning the meeting.

The meeting adjourned at 6:34 p.m.

Respectfully submitted,

Luis Rodriguez