

## **The Butler Public Library Board of Trustees Minutes July 7, 2022**

**Meeting called to order:** at 6:06 p.m. by Maryanne Hanisch.

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

**Roll Call:**

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

**Excused**

Helene Donargo, Becky Karpowich and Camille Picirillo

**President's Comments**

No comments.

**Minutes:**

N. Cartelli motioned and R. Martinez 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:

- The Library has a lot of programs going and attendance is going well. The Medium program drew a large audience.
- The Director asked the Board to let middle school students know about the Scratch program the Library is doing in July.
- The Library is having a hedgehog folding program for middle school students.
- Some of the monitors on the public computers are dying. This could be due to the Library getting many monitors from the Morristown Morris Plains Library years ago. They could be aging out.
- The Director will publicize the Amazon Smile program.
- The Director discussed the content of JobNow, a new database to which the Library has just began subscribing and new online databases from the New Jersey State Library.

J. Karpowich motioned and N. Cartelli 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 July 2022 follows:

- Bills Paid on June 7, 2022
  - Check # 1538 Borough of Butler \$37,944.12
  - 1539 Petty Cash \$198.14
  - Check # 1540 Gayle Dunlap \$320.00 (First Aid Instruction)

Balance at Lakeland: \$119,392.85 0.15% Interest Rate (unchanged)

Balance for NJCMF \$9,921.42 Interest Rate 1.20% (+0.41%)

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

The Treasurer discussed the Imandt Fund CD which is becoming due. She gave the Board information on interest rates for CD of various lengths. She asked the Board what they thought of the length of the CD.

J. Karpowich suggested going with a shorter length since interest rates are going up. The Treasurer agreed with him.

The Director said that it may be best to wait until he has a chance to present a budget review to the Board. The Treasurer said that if we are waiting a few months, we may as well roll it over.

The Treasurer said that she could go to the bank and see what the rates are when the CD matures. The Director proposed that the Board give the Treasurer the ability to decide what to do when she goes to the bank.

J. Karpowich motioned to give the Treasurer authorization to use her best judgement to determine the length of CD to create when she goes to the bank. N. Cartelli seconded the motion. The motion was approved unanimously.

## Bills to Pay

Before the meeting, the Director had sent this email to the Board:

I am not able to provide you with the documentation I normally give you for the bills to pay. Both Jim Kozimor and his assistant were out today so they could not cut the checks for me to make copies.

I did make copies of the vouchers we bring to the Borough so they can cut the checks. I am sharing copies of the tops of the vouchers with you. All the vendors but one are ones we regularly use. The one that is different is a voucher to reimburse me for using my credit card to pay for the ice cream truck we had at the Summer Reading Kick-Off. I am attaching a copy of the receipt that went with voucher we sent to the Borough to cut a check to reimburse me.

In addition, I am attaching a copy of the spreadsheet entries Margaret uses to keep track of the vouchers we send to the Borough.

The total we spent (minus personnel expenditures which Jim Kozimor generates) comes to \$5,358.38. The petty cash reimbursement is \$70.67.

I am asking the Board to give the OK for Maryanne and Camille to review the documentation I normally provide and allow Maryanne to cut checks to the Borough and for the petty cash fund.

The Board approved his suggestion (last paragraph). N. Cartelli motioned to approve the bills to pay based on the above suggestion. J. Karpowich seconded the motion. The Treasurer did a roll call and the Board unanimously approved the motion.

## **Old Business**

None

## **New Business**

### **Collection Development Policy**

The Director suggested reviewing the draft Collection Development Policy at the September meeting. He also suggested that any questions or concerns be discussed today. The Director discussed the process for challenges and Board members asked questions to clarify the process.

The Board agreed to table the draft policy.

### Raise for Valerie Rivera

Valerie Rivera, a page, started working for the Library about one year ago. She started at \$10/hour. She has also been serving as the second staff member in the Library because of staff being on vacation. The Director proposed giving her a 3% raise.

N. Cartelli motioned to give Valerie a 3% raise. J. Karpowich and M. Hanisch seconded the motion. The motion was approved unanimously.

### The Dumpsters Outside the Library

The Board has a long discussion on what could be done to mitigate the odor problems due to the dumpsters near the Library. The Director will talk to Jim Lampmann, the Borough Administrator, about using some sort of odor killer on the dumpster used for trash. The Director did not know the cost so that could be an issue.

### Public Comments

No comments.

### Adjournment

N. Cartelli motioned, and R. Martinez seconded the motion to adjourn. The Board approved adjourning the meeting.

The meeting adjourned at 6:44 p.m.

Respectfully submitted,

Luis Rodriguez