The Butler Public Library Board of Trustees Minutes
September 8, 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 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 two written reports to the Board before the meeting (the Board does not meet in August). He highlighted some items from the report:

- The Library has been getting good attendance at programs and more people are using the public computers.
- Laura Figueroa, the Access Navigator who is in the Library on Wednesdays, connected with the program person in the Butler Senior Community. Laura will be doing programs in the building, focusing on improving residents’ computer skills. Laura will also be helping the program person to learn to use the Library’s mobile hotspot so online programs can be shown in the Community Room.
- The Director invited the Board to an October 19 program on the Statue of Liberty.
- The Library is getting a good amount of revenue from the sale of DVDs recently donated by a person who just moved into the area.
- The Library is now getting the Suburban Trends and Daily Record delivered.

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 September 2022 follows:

**BILLS PAID - July 20, 2022**
Check #1541 $24,532.78 Borough of Butler
1542 $70.67 Petty Cash

**BILLS PAID - August 10, 2022**
Check #1544 $164.03 Petty Cash
1545 $27,685.85 Borough of Butler
(#1543 "Void" because I made a mistake on it.)

3rd quarter check deposited: Aug. 18, 2022 = $92,266.24

**CURRENT BALANCES - August 31, 2022**
NJCMF $9,945.64 Interest rate 2.09% (+0.89)
Lakeland $162,650.47 0.15% (unchanged)

The Treasurer asked about voided checks from more than a year ago. These checks were never cashed and the Library is reaching out to the payees to see if they want a check reissued.

J. Karpowich motioned and B. Karpowich seconded the motion to approve the Treasurer’s report. The Board unanimously approved the motion.

**Bills to Pay**
Borough = $23,088.44
Petty Cash = $226.42

H. Donargo motioned and B. Karpowich seconded the motion to pay the bills. The motion was unanimously approved by a voice vote.

**Old Business**

Collection Development Policy
The Board discussed the policy for some time. Given the complexity of the issues raised by challenges, the board decided to table a vote on the policy.
Personnel Expenditures Update
The Library has spent less than projected to have spent at this point in time - over $6,000 less than projected.

New Business
3% Raise for Director - First Pay Period Totally in October

B. Karpowich motioned and J. Karpowich seconded the motion to approve the raise. The motion was approved by unanimous vote

Audit
The Director discussed the draft audit. The recommendations are similar to ones from previous years. These were the Director's comments on some of the recommendations:
- The Director said that smaller places tend not to do double-entry bookkeeping.
- There is no space for a cash register.
- As for deficits in the budget - unforeseen events and expenditures make it difficult to estimate in May needs for the rest of the year. In the next year, the Board does approve moving funds into budget lines that are in the negative so that the lines are not in the "red."

H. Donargo motioned and J. Karpowich seconded the motion to accept the auditor's report. The motioned passed unanimously.

Motion to adjourn
HD/JK - 6:49

Public Comments
No comments.

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

The meeting adjourned at 6:49 p.m.

Respectfully submitted,

Luis Rodriguez