

## **The Butler Public Library Board of Trustees Minutes January 3, 2023**

**Meeting called to order:** at 6: 04 p.m. by Camille Piccirillo.

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

### **Roll Call:**

Present: Helen Donargo (virtual), Maryanne Hanisch, Ryan Martinez (virtual), Camille Piccirillo and Luis Rodriguez (Library Director, ex-officio).

Excused: Nadia Cartelli, Becky Karpowich, and Jason Karpowich

### **Reorganization:**

M. Hanisch nominated and R. Martinez seconded the nomination of Camille Piccirillo as President. The nomination was accepted.

C. Piccirillo nominated and R. Martinez seconded the nomination of Maryanne Hanisch as Treasurer. The nomination was accepted.

The Board voted unanimously to approve both nominees to their offices.

### **2023 Meeting Schedule**

The Board agreed to meet on the first Thursday of the month at 6:00 p.m., except for the month of August.

### **President's Comments**

Happy New Year! The President thinks the Library is in a good financial position. She is looking forward to when the Board can meet in person.

### **Minutes:**

M. Hanisch motioned and H. Donargo seconded the motion to approve the December 1, 2022 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 will do the holiday photo backdrop again. It was very popular.

- The first Drum Circle program occurred on Wednesday (night before Board meeting). Around 20 people attended. They had a good time.
- On Friday, the Library is holding its first Canasta Club program. Sign-ups have been good.
- The Director asked the Board to thank Judy Fields for replying to the letters to Santa collected at the Library and at the box near the Police Department.

H. Donargo motioned and M. Hanisch 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 Dec. 9, 2022**

Borough of Butler \$69,534.13 (This includes the \$47,500 Invoice for Municipal Services.)

Petty Cash \$88.43

(Because our new check book had not come in, I had to get a bank check for the borough payment, and I withdrew cash for the petty cash. We have the new checkbook now.)

#### **Current Balances**

Lakeland \$108,200.83 Interest Rate 0.15% (unch)

NJCMF \$10,054.05 Interest Rate 4.17% (+0.45)

The Treasurer mentioned that the balance in the Imandt Fund CD, which is due in July 2023, is \$133,259.20.

The Treasurer also asked a person at Lakeland if the Library has to do anything because of the Lakeland merger. The person at the Bank said the Library did not do anything.

#### **Bills to Pay**

The Library owes the Borough \$30,744.27

Petty Cash is \$73.44

The Board reviewed the bills to be paid. H. Donargo motioned and M. Hanisch seconded the motion to approve the Treasurer's report and the payment of the bills. The President conducted a roll call on both motions and all voted yes on the motions.

## **Old Business**

### **Notary Public Policy**

The Board reviewed the draft notary policy it was given at the last meeting. M. Hanisch motioned to approve the policy as presented. H. Donargo seconded the policy. The policy was approved unanimously.

### **2022 Preliminary Budget Status**

The Director said that there will be a surplus in the 2022 budget. He will present a better version once he has received all the information on 2022 expenditures and revenues.

The President asked about the Imandt Fund (Fund Balance – 0.8) line. She asked if that line should be taken out of the budget. The Director said that he now puts a zero in the line since no money from the Imandt Fund has been added to the Library's budget.

## **New Business**

### **Hiring a Person for Saturdays and as a Fill-In**

The Director told the Board that staffing becomes a problem if a staff member is out unexpectedly. There is also a need for staff on Saturday. He wants to try to find a person who can work on call if a situation arises.

M. Hanisch motioned to approve the hiring of a person to work on Saturdays and when needed. H. Donargo seconded the motion. The motion was approved.

## **Public Comments**

No comments.

## **Adjournment**

H. Donargo motioned to adjourn. R. Martinez seconded the motion. The Board approved adjourning the meeting.

The meeting adjourned at 6:22 p.m.

Respectfully submitted,

Luis Rodriguez