

The Butler Public Library Board of Trustees Minutes November 2, 2023

Meeting called to order: at 6: 09 p.m. by Camille Piccirillo.

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

Roll Call:

Present: Louis Coiro, Helene Donargo (virtual), Maryanne Hanisch, Becky Karpowich (virtual), Ryan Martinez (virtual), Camille Piccirillo (virtual), and Luis Rodriguez (Library Director, ex-officio).

Excused: Jason Karpowich.

President's Comments

The President has a new job. Attending Board meetings that begin at 6 pm will be difficult for her. She asked if a 7 pm start time works for everyone. All said that it would.

She also mentioned that there are three prospective candidates to call in for interviews. She hopes to have someone on board before the current director leaves.

Minutes:

H. Donargo motioned and M. Hanisch seconded the motion to approve the September 7, 2023 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 report is for the month of October):

- Attendance at programs is still good.
- He noted that the Thursday Toddler Time is getting very good attendance.
- The Library has begun collecting toys for Toys for Tots.
- It is working with BBCO to collect food for the Butler food pantries.
- The box for Letters to Santa has been put out. Judy Fields of the Recreation Department is the person who answers the letters.
- Santa is coming to the Library on the date of December board meeting
- Pre-K children came to the Library in costumes on Halloween Day. They marched into the Borough part of the building and then they went to the Senior Community. It was very touching.
- The mill rate will go up next year.

M. Hanisch motioned to accept the Director's report. H. Donargo seconded the motion. The Board voted unanimously to accept the report.

Treasurer's Report

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

Treasurer's report for Nov. 2, 2023

Bills paid on Oct. 18, 2023

Check #1580 \$24,567.93 Borough of Butler

1581 \$150.00 Petty Cash 1

1582 \$157.68 Petty Cash 2

Total for Petty Cash = \$307.68

Current Balances

Lakeland \$138,248.32

NJCMF \$10,464.70 Interest rate is 5.40% (+0.04%)

The Library owes the Borough \$26,709.81

The Petty cash amount is \$175.02

The Board reviewed the bills to be paid.

L. Coiro motioned and H. Donargo seconded the motion to approve the Treasurer's report and the pay the bills.

The Board unanimously approved the motion to accept the Treasurer's report as submitted.

The President conducted a roll call on the motion to pay the bills and all voted yes on the motion.

Old Business

Auditor's Report

The Director said that the items the auditor typically cites are due to space issues (for a cash register) and staffing (for multiple counts on deposits)

2024 Holiday Closings

The Director submitted a list of proposed 2024 holiday closings and early closings.

B. Karpowich motioned to approve the dates as submitted. H. Donargo seconded the motion. The Board unanimously approved the dates.

New Business**Closing Earlier One Night**

The President mentioned that the Board is considering changing the closing time. The Director will ask his staff to do gate counts at 7 pm. The Director will note if there is a program occurring on a night.

Staff Holiday Luncheon

The Director asked to close the Library on 12/13 from 1pm to 3 pm for the staff holiday luncheon. The Board approved.

Public Comments

Leslie Towns, Coordinator Tax Program Outreach and Recruitment, United Way of Northern New Jersey said that they are running a program to be train volunteers to help others with their tax returns.

Adjournment

M. Hanisch motioned and R. Martinez seconded the motion to adjourn the meeting. The Board unanimously approved the motion.

The meeting adjourned at 6:27 p.m.

Respectfully submitted,

Luis Rodriguez