

## **The Butler Public Library Board of Trustees Minutes December 7, 2023**

**Meeting called to order:** at 7: 08 p.m. by Maryanne Hanisch, in place of Camille Piccirillo who could not make the meeting.

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

### **Roll Call:**

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

Excused: Louis Coiro and Camile Piccirillo.

### **Minutes:**

J. Karpowich motioned and H. Donargo seconded the motion to approve the November 2, 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 November):

- Attendance at programs is still good.
- First graders from Aaron Decker visited the Library. The students and staff enjoyed the visit! The Friends are paying for the buses.
- Two high school students have volunteered to to come in on Mondays and help with the children who come with their parents to the ESL program.
- The program at Ramstein's On colonial taverns went well.
- We just installed four public computers - they replaced old computers that were causing a lot of problems.

The Director noted that with the new public computers, the Library should look to upgrade to faster internet.

- The backdrop photo program went well. Kelly Ryan of Butler put up the backdrops.
- Seven bags of toys were collected for Toys for Tots. One box of donated food was donated to the food pantry at St. Anthony's and another box of food was donated to the pantry at Church of the Nazarene.

J. Karpowich 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.

The Treasurer stated that the Lakeland account is very healthy. It can cover the annual Borough bill we pay at the end of the year. The Director noted that the NJCMF interest rate is much better.

#### **Treasurer's Report for Dec. 7, 2023**

- Bills paid on Nov. 8, 2023:  
Check #1583 Borough of Butler \$26,709.81  
1584 Petty Cash \$175.02
- Balances  
Lakeland \$213,517.83 (as per statement dated Nov. 30, 2023)  
NJCMF \$10,518.48 5.41% interest rate (+0.01%)

#### **Bills to Pay**

- The Library owes the Borough \$26,709.81
- The Petty cash amount is \$175.02.

The Board reviewed the bills to be paid.

H. Donargo motioned and J. Karpowich 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**

#### **Revised Conduct Policy**

The Director did not have time to share a revised version of the patron conduct policy with the Board. He will share a copy of a proposed change to conduct policy with the new director.

The director also said that he will meet with the new director on Tuesday, Dec. 12

## **New Business**

### **Personnel Budget Status Report**

At this point, the Library has spent at least \$7,000 less than projected in personnel expenditures.

### **The Current Director's Work Email Account**

The Director asked that he be able to keep his work email account so he can share information with the connecting butler email list. He shares information with the group and also asks the group to help patrons with a need. He does not want to be on the Butler Library staff list. The Board was fine with this.

### **Thank You to the Friends and Thanks to the Butler Community**

The Treasurer thanked the Friends of the Library for paying for the food at the director's retirement party on Saturday, Dec. 2. The Director told the Board that he really enjoyed working at the Butler Library. It was a very fulfilling experience.

## **Public Comments**

No public comments.

## **Adjournment**

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

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Luis Rodriguez