

## **The Butler Public Library Board of Trustees Minutes January 4, 2024**

**Meeting called to order:** at 7:05 p.m. by Camille Piccirillo.

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

### **Roll Call:**

Present: Camille Piccirillo, Maryanne Hanisch, Becky Karpowich (virtual), Jason Karpowich (virtual), and Louis Coiro (Virtual)

Excused: Helen Donargo, Ryan Martinez

Library Staff Attendance: Arlene Walk, Margaret Assante, Kristen Talbot (Zoom Technician) Lisa Masino

### **Reorganization:**

M. Hanisch nominated Camille Piccirillo as President. The nomination was accepted.

C. Piccirillo nominated Maryanne Hanisch as Treasurer. The nomination was accepted.

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

### **President's Comments:**

Library is transitioning with the Director's position as newly hired director received an offer to take a position in Florida, so she is no longer the director. The runner-up option declined the position so an advertisement will open up January 5, 2024 to advertise the position. The position is definitely open and according to MAIN we must have a full-time director and there is not an option for anything else.

### **Minutes:**

Becky Karpowich motioned and Luis Coiro seconded the motion to approve the December 7, 2023 minutes as submitted. The Board voted unanimously to approve the motion.

### **Director's Report**

Attendance for Santa Visit the Library Program: 120 in attendance which includes the Richard Butler Band, Mr. & Mrs. Scott Allison, parents, and children.

Thank you to Mr. & Mrs. Scott Allison and the Richard Butler Band with Mrs. Lowndes. The Richard Butler Band played Christmas Carols as everyone waited for Santa to arrive.

December Children's Scavenger Hunt was a success and loved by the children. A target gift card was the prize.

Ella Enchanted tickets were awarded to a 3-year-old compliments of the Newton Theater.

The Food Pantry collection ended December 29, 2023. Donations went to the Church of the Nazarine, St. Anthony's and the Methodist Church food pantries.

The Library staff would like to switch Election Day off for 2024 to December 26, 2024. Margaret Assante sent the staff an email and everyone agreed to swap out the days for 2024.

The Treasurer and Library staff member Margaret Assante had emailed Board members information on the checking accounts and bills to pay.

### **Treasurer's Report**

Treasurer reported that she paid all of the bills and we are in good shape.

### **TREASURER'S REPORT for JAN. 4, 2024**

#### ***Bills paid on Dec. 14, 2023***

Check #1585	Borough of Butler	\$87,087.75
#1586	Petty Cash 1	\$150.00
#1587	Petty Cash 2	\$98.75

**Total Petty Cash = \$248.75**

#### ***Balances***

Lakeland \$127,588.62

NJCMF \$10,561.64 Interest rate 5.39% (-0.02%)

The Board reviewed the bills to be paid. Becky Karpowich motioned and Marianne Hanisch seconded the motion to approve the Treasurer's report and the payment of the bills. The President conducted a roll call on the motion to pay the bills and all voted yes on the motion.

### **Old Business**

No Comments.

### **New Business**

Banking Privileges: Off the Table for the time being.

Change of staff Days off: Switch Election Day to December 26, 2024. Marianne Hanisch stated Election Day is not a Federal Holiday. Discuss this next month.

Wi-Fi Upgrade was discussed as there are dead spots in the back and side study rooms of the Library. The new ports would correct the dead spots.

Discussed adding a timer as suggested by Technician who serviced Meraki to end Wi-Fi at 10:00 pm and commence at 5:00 am.

Mentioned Friends of the Library meeting will be January 8, 2024, 6:30pm.

Patrons are now able to access The Wall Street Journal online through MAIN. The links are now on the Library's website. 500 Redemption Codes are available for our library for the year.

Advanced Petty Cash Form was presented for items purchased monthly at, Stop & Shop and others with advanced funds.

Past Directors' email addresses discussed.

Discussed sick days and vacation day accruals.

### **Public Comments**

Margaret Assante stated that the Library Staff will keep the library going until we get a new director. Arlene Walk stated we will keep the library going, work as a team, and will not start anything new. The announcement will put an advertisement for Director's position.

Emergencies were discussed: The President and Arlene Walk discussed emergency procedures, especially for snow emergencies.

Story Times may have to be covered by Jennifer Caputo.

**Adjournment**

Louis Coiro motioned to adjourn. Marianne Hanisch seconded the motion. The Board approved adjourning the meeting.

The meeting adjourned at 7:15 pm

Respectfully submitted,

Arlene Walk (Library Staff)