

## **The Butler Public Library Board of Trustees Minutes February 1, 2024**

**Meeting called to order:** at 7:04 p.m. by Camille Piccirillo.

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

### **Roll Call:**

Present: Camille Piccirillo (virtual), Ryan Martinez (virtual), Maryanne Hanisch (virtual), Helen Donargo (virtual).Becky Karpowich (virtual), Jason Karpowich (virtual).

Excused: Louis Coiro (Virtual)

Library Staff Attendance: Arlene Walk, Margaret Assante, and Lisa Masino

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

- President stated the Board would be holding a private session after the regular Board meeting.
- President thanked the Library Staff for their hard work while they search for a new director.

**Minutes:** Maryann Hanisch motioned and seconded by another Trustee the motion to approve the January 1, 2024 minutes as submitted. The Board voted unanimously to approve the motion.

### **Director's Report:**

- There was no new news presented by the Interim director.

### **Treasurer's Report**

Treasurer reported that she mailed the treasurer's report in two parts because she was traveling. She paid all of the bills and we are right on track.

- The Lakeland Account is healthy at \$102, 243.32.
- The cash management fund is \$10,604.80.
- Bills paid in January
  - Check #1588 made out to the Borough of Butler: \$25,518.16
  - Cashed the check made out to Petty Cash for \$145.47 and brought it back to the Library.
- Deposits were also made which was emailed to each Board member on February 1, 2024.

- The Board reviewed the Treasurer’s Report. Jason Karpovich motioned and Becky Karpowich seconded the motion to approve the Treasurer’s report. The President conducted a roll call on the motion to approve the Treasurer’s Report and all voted yes on the motion.
- The President then asked for a motion to approve the payment of bills. Jason Karpovich motioned and Becky Karpowich seconded the motion to approve the payment of the bills. The President conducted a roll call on the motion to pay the bills and trustees voted yes on the motion. Ryan Martinez abstained.

**Old Business**

- Risa’s email address has been removed successfully
- Switching holiday closings/Openings: The Library will be open for business on Election Day open 2024, Closed on December 26, 2024. The President asked if everyone agreed to the change. Everyone agreed and the vote stands from the January 1, 2024 meeting.
- The Meraki timer shuts off the Wi-Fi from 10:00pm- 5:00am.

**New Business**

- **2024 Board Meeting Schedule**

The Board agreed to meet on the first Thursday of each month at 7:00 p.m., except for the month of August. Postings of Meetings are on the Library’s website, the Library’s digital calendar, and on the door. Other postings are through Facebook and Instagram.

- Removal of former director’s email discussed. Arlene will contact MAIN to remove his access to Library related mail.
- Library Staff was asked to provide names of employees, titles, and job descriptions.
- Library Staff was asked to provide Why the Library Benefits from having MAIN
- Programming Staff was asked to provide recurring programs, dates, times, and attendance.
- Banking privileges will remain with the Board President and Treasurer.
- MAIN will be paid: Total \$12,250.00 yearly. Butler Library will pay quarterly: 1<sup>st</sup> Quarter: 3062.50 1/10/24
- Board Trustee information will need to be updated, and all members will need to be registered with the Town Clerk: Brandi Greco. Oath of Office Documents must be signed. Trustee dues due to NJ Library Trustee Association: \$20.00 per Trustee and number of training hours per Trustee need to be documented in NJ Library State Report.

**Public Comments**

- No Comments

**Adjournment**

Ryan Martinez motioned to adjourn. Marianne Hanisch seconded the motion. The Board approved adjourning the meeting.

The meeting adjourned at 7:02 pm

Respectfully submitted,

Arlene Walk (Library Staff)