

The Butler Public Library Board of Trustees Minutes March 7, 2024

Meeting called to order: at 6:00 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, Helene Donargo, Louis Coiro

Excused: Ryan Martinez, Becky Karpowich, Jason Karpowich

Library Staff Attendance: Margaret Assante and Lisa Masino

President's Comments:

- We are trying to move forward and will have a closed session after the regular Board meeting to discuss some options we are considering for the director's position.
- Everyone who is employed at the library is doing a great job, and we are thankful for that.

Minutes: Maryann Hanisch motioned and Helene Donargo seconded the motion to approve the February 1, 2024 minutes as submitted. The Board voted unanimously to approve the motion.

Director's Report:

- Former Director's Email removed from Jersey Connect in February
- Circ. Supervisor's computer crashed, a patron computer replaced hers, new computer purchased (\$600.00) to replace patron computer BU-04
- Patron Computer replaced 2/7/24 (Library paid \$600.00) MAIN installed software and connectivity.
- Friends' purchasing 4 patron computers so all patron computers will be up to date. (\$2400.00)
- Jewitt Painting (Butler Business) gave Library estimate for painting Children's room and installing new vinyl mural. Both vinyl mural and painting will be paid by Friends. April 12th & 13th Children's Room will be painted and mural installed.
- Hope Van: Narcan Training: 3 staff members attended Narcan Training on 2/6/24 and received NARCAN kit for the library.
- Navigating Hope Van: Was at the library 2/6/24. Patrons could apply for benefits and get connections to social services like SNAP, Medicaid, General Assistance, Temporary Assistance for Needy Families, Utility assistance, Housing assistance. Good turnout.

- **Director's Report:** Helene Donargo motioned and Maryann Hanisch seconded the motion to approve the Director's Report as submitted. The Board voted unanimously to approve the motion.

Treasurer's Report

- Camille Piccirillo took care of the bills in February.
- The Lakeland Account is at \$210,134.77
- The NJCMF is at \$10,657.22 (Interest rate 5.35%)

The Board reviewed the Treasurer's Report. Luis Coiro motioned and Helene Donargo 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.

Bills to Pay

- Petty Cash: \$49.13
- Payment to the Borough of Butler: \$10,182.63

The President asked for a motion to approve the payment of bills. The President conducted a roll call on the motion to pay the bills and trustees voted yes on the motion.

Old Business:

- Oath of Office: As of 2/20/24 several Board members have not signed Oath.
- January 1, 2024 Three staff member received Minimum Wage Increase January 1, 2023: moved up to \$14.13 per hour, 2024: moved up to \$15.13 per hour January 1, 2024
- Borough employees received 4% increase January 1, 2024: What will agreement for 2024 for library staff (5 staff members only) increases to go into effect.
- January 1, 2024 Three staff member received Minimum Wage Increase January 1, 2023: moved up to \$14.13 per hour, 2024: moved up to \$15.13 per hour January 1, 2024
- Borough employees received 4% increase January 1, 2024: What will agreement for 2024 for library staff (6 staff members only) increases to go into effect.
- Will put employee raises on hold until new director is taken care of it.

New Business:

- Redo signature cards at Lakeland Bank.
- Cashed Petty Cash check Lakeland Bank 2/7/24 for \$49.13

- Deposited Cash Box and Coin Box revenues on 2/7/24
 - Cash Box: \$325.63
 - Coin Box: \$46.02
- Working on State Survey and State (due March 15, 2024)
- President needs to sign Accuracy Certification for State Survey
- President needs to sign MAIN Annual Membership Agreement

Public Comments

- No Comments

Adjournment:

The president asked for a motion to adjourn the meeting. Luis Coiro motioned and Helene Donargo seconded the motion to approve the Treasurer's report. The Board approved adjourning the meeting.

The meeting adjourned at 6:18 pm

Respectfully submitted,

Arlene Walk (Interim Director)