

The Butler Public Library Board of Trustees Minutes

April 4, 2024

Meeting called to order: at 7:02 p.m. by Camille Piccirillo.

The required posting was made in compliance with the Open Public Meeting's Act.

Roll Call:

Present: Ryan Martinez (Virtual), Maryanne Hanisch, Helene Donargo, Becky Karpowich, (Virtual) Louis Coiro, Camille Piccirillo, Jason Karpowich (Virtual)

Excused: All present

Library Staff Attendance: Arlene Walk and Lisa Masino

President's Comments:

- Children's Room will be painted in the next few days and we are looking forward to the renovation.
- Trustees reviewed the minutes from March.

Minutes: Helene Donargo motioned and Maryann Hanisch seconded the motion to approve the March 7, 2024 minutes as submitted. The Board voted unanimously to approve the motion.

Director's Report:

- Children's attendance for programs good
- Adult program's attendance for programs good
- Discussed attendance at Chair Yoga and charging a minimal amount to attendees in the fall due to the expense of the program. Friends also discussed charging a minimal amount to help defray the cost of the program in the future. Considering charging \$25.00 for an 8-week program. Most libraries have a fee for this type of program.
- Children's Room: Ready to go for painting and mural on April 12 & 13th, staff emptied the room of most equipment. Thank you to the Health Department for storing our belongings. There are before pictures available and after pictures will be taken when the job is completed. DPW will move TV, cabinets and other furniture on Wednesday, April 10, and will return everything to the room on Monday, April 15.
- MAYO Performing Arts Center Morristown, NJ donated 4 tickets to the show, "The Cat in the Hat" which was awarded to two families with young children who attend story time each week. A contest was held for all ages.
- Non-profit taxes were submitted to the IRS on March 20, 2024.

- Public Computers: #000106, #000103, #100101 deleted from Borough's inventory on March 15, 2024 and recycled by M.A.I.N.
- Fire Safety: Staff reminders initiated, updated Certification of Inspection, Fire Extinguishers well be recharged.

Maryanne Hanisch motioned and Luis Coiro seconded the motion to approve the Director's Report as submitted. The Board voted unanimously to approve the motion.

Treasurer's Report

Treasurer emailed the Treasurer's Report ahead of the meeting to all Board Members.

Balances:

- The Lakeland Account is at \$160,889.23
- The NJCMF is at \$10,700.47 (Interest rate 5.34%) (-0.01%)
- Imandt Fund: Roll it over again in May 2024

The Board reviewed the Treasurer's Report. Helene Donargo motioned and Ryan Martinez 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 Reimbursement: \$158.47
- Borough: \$22,846.88

President conducted a roll call on the motion to approve the Bills to Pay. Board members voted yes on the motion. Ryan Martiniez abstained.

Old Business

- 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 This agenda will be tabled until May 2024.
- Borough employees received 4% increase January 1, 2024: What will agreement for 2024 for library staff (6) increases to go into effect.

New Business

- Everyone should have received the Financial Disclosure Statement: Due April 15, 2024
- Cashed Petty Cash check Lakeland Bank: 3/20/24 \$49.13

- Deposited Cash Box and Coin Box revenues on 3/20/24
 - i. Cash Box: \$778.25
 - ii. Coin Box: \$65.68
- State Survey and State submitted 3/11/24
- Accuracy Certification for State Survey signed, dated, sent 3/11/24
- NJ State Library 2023 Application for State Library Aid completed and sent to state by Jim Kozimor (Borough CFO) 2/22/24
- Borough Payments:
 - i. Check #1593: \$10,182.63 3/11/24
 - ii. Check #1594: \$40,179.09 3/11/24
- M.A.I.N looking for Libraries to use the Mobile App for payments to M.A.I.N as they begin to roll it out.
- M.A.I.N Somerset County Library System, Sparta Public Library, and Warren County Library have signed up to join M.A.I.N. Plan: Reduce all member libraries' assessment costs.
- ILL will be affected as more and more libraries join, so Lisa's job will change and become more time-consuming as other libraries and counties join. More requests from additional libraries and more materials circulating.

Public Comments

- No Comments

Adjournment:

The president asked for a motion to adjourn the meeting. Maryanne Hanisch motioned and Helene Donargo seconded the motion to adjourn the meeting. The Board approved adjourning the meeting.

The meeting adjourned at 7:59 pm.

Respectfully submitted,

Arlene Walk (Interim Director)