

## The Butler Public Library Board of Trustees Minutes June 6<sup>th</sup>, 2024

**Meeting called to order:** at 7:05 p.m. by Maryanne Hanisch.

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

**Roll Call:**

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

**Excused:** Ryan Martinez

**Library Staff Attendance:** Jenn Caputo

**President's Comments:**

- Trustees reviewed the minutes from April.

**Minutes:** Helene Donargo motioned and Louis Coiro seconded the motion to approve the April 4, 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
- Rug installation will happen the weeks of 9/23/24 & 9/30/24. Jim Lampmann was able to get 2 free boxes of extra carpet tiles. The staff will be working in the courtroom. Bruce will work on dropping an ethernet cable into the courtroom and MAIN will move computers for the staff. The staff may work their hours before and after the installation to help pack boxes, empty shelves, clear out offices. Staff may take vacation time to make up for lost hours. The staff is working on policy manuals while in the courtroom.
  - The children's room floor has protruding bumps which need to be addressed.
- There is a new HP printer at the circulation desk. It currently cannot fax but it is being worked on.
- Arlene registered tax exempt with Walmart (5/10/24)
- The Boy Scouts washed & scrubbed the flower boxes over one weekend this past month. Arlene planted beautiful flowers.
- The Friends paid for: Jack's Petting Zoo & ice cream truck for Summer Reading Kick off on June 26<sup>th</sup>, 2024, Conquer Clutter Program, Psychic Program, Ferati's Pizza & Dairy Queen for the summer reading programs, Yoga classes, Barbie program, & the Intrepid Museum Pass.

- Books that were donated that are worth money can be sold through a book selling app. Records donated can be sold to an app or another location to make money for the library.
- Friends will be giving library \$15000 toward the purchase of the rug – it was voted on and approved on May 13<sup>th</sup>, 2024.
- The Library Board meeting will be on Wednesday, July 3<sup>rd</sup> at 7PM. There is no meeting in August.

Helene Donargo motioned and Becky Karpowich 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 \$222,282.25
- The NJCMF is at \$10,800.00
- The Imandt Fund was refunded on 5/17/24. The new starting balance is :140,428.84. It’s a 13-month CD with a new rate of 4.861%, new APY 4.95% & a maturity date of 6/16/25.

The Board reviewed the Treasurer’s Report. Becky Karpowich motioned and Helene Donargo seconded the motion to approve the Treasurer’s report. Maryanne Hanisch 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: \$247.41
- Borough: \$36,734.83

Maryanne Hanisch conducted a roll call on the motion to approve the Bills to Pay. Board members voted yes on the motion.

### **Old Business**

### **New Business**

- Camille Piccirillo will go to Lakeland Bank to get Jennifer Caputo, the Acting Director’s, name on the account so checks could be cashed. Maryanne, Camille & Jenn all have to sign something at the bank.

- Cashed Petty Cash check Lakeland Bank on 5/10/24 \$115.10
- Deposited Cash Box and Coin Box revenues on 5/10/24
  - i. Cash Box: \$325.50
  - ii. Coin Box: \$37.70
- Borough Payments:
  - i. Check #1597: \$24,273.86 given to Jim Kozimor on 5/7/24
  - ii. 1/3 Mil Check #063226: \$107,654.70  
Deposited Lakeland 5/20/24

**Public Comments**

- Diana Stewart attended the meeting because she wanted to see what was going on at the library.

**Adjournment:**

Maryanne Hanisch asked for a motion to adjourn the meeting. Becky Karpowich motioned and Louis Coiro seconded the motion to adjourn the meeting. The Board approved adjourning the meeting.

The meeting adjourned at 7:26 pm.

Respectfully submitted,

Jennifer Caputo (Acting Director)