

The Butler Public Library Board of Trustees Minutes July 3rd, 2024

Meeting called to order: at 7:00 p.m. by Camille Piccirillo.

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

Roll Call:

Present: Maryanne Hanisch, Helene Donargo, Camille Piccirillo, Ryan Martinez (Virtual)

Excused: Becky Karpowich, Louis Coiro, Jason Karpowich

Library Staff Attendance: Jenn Caputo

President's Comments:

- Trustees reviewed the minutes from June.

Minutes: Maryanne Hanisch motioned and Helene Donargo seconded the motion to approve the June 6, 2024 minutes as submitted. The Board voted unanimously to approve the motion.

Director's Report:

- Children's program attendance is good.
 - Over 120 kids have registered for summer reading program.
 - Jack/s Petting Zoo & the Ice Cream truck which were both paid by the Friends had amazing attendance – almost 100 kids for the ice cream truck & about 200 kids were at Jack's petting zoo. Middle schoolers & high schoolers are volunteering in 2-hour windows at the summer reading table.
- Adult program's attendance for programs good
 - The Barbie program had about 11 attendees & the Psychic Medium had over 75 participants. Both programs were paid by the Friends.
- The HP printer at the circulation desk was returned and the money was refunded. The fax was not printing a confirmation page. We have purchased a new Brother Printer that we are going to ask the Friends to purchase, about \$700.
- There will be no Library Board meeting in August. Jenn will email Maryanne the payables & an email vote will be done in order to pay the August bills.
- The library will be closed for the October board meeting (scheduled for Thursday, October 3rd) due to rug installation. Because the borough building closes prior to 7PM the meeting cannot be held in there. The October meeting has been moved to Thursday, October 10th, at 7PM. Camille Piccirillo motioned and Maryanne Hanisch seconded the motion to change the October meeting to October 10th at 7PM. The Board voted unanimously to approve the motion.

Helene Donargo motioned and Maryanne Hanisch 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 \$185,768.65
- The NJCMF is at \$10,840.77 5.35% interest rate (unchanged)

The Board reviewed the Treasurer's Report. Helene Donargo motioned and Maryanne Hanisch seconded the motion to approve the Treasurer's report. Camille Piccirillo 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: \$181.18
- Borough: \$24,889.78

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

Old Business

New Business

- A new hire to work 10 hours per week at minimum wage to cover the position left open when Jenn became the Acting Director. Maryanne Hanisch motioned and Camille Piccirillo seconded the motion to approve hiring a new employee. Camille Piccirillo conducted a roll call on the motion. Camille, Maryanne, & Helene voted yes. Ryan Martinez voted no.
- Camille Piccirillo will go to Lakeland Bank to get Jennifer Caputo, the Acting Director's, name on the account so checks could be cashed. The Acting Director, Jennifer Caputo, will need authorization from Lakeland Bank to cash the petty cash checks that are processed by either Maryanne Hanisch or Camille Piccirillo. The Acting Director does not need check signing authorization effective 5/22/24.
- Petty Cash check Lakeland Bank will be cashed as soon as authorization is received.
- Deposited Cash Box and Coin Box revenues on 6/27/24
 - i. Circulation Cash Box: \$406.44
 - ii. Coin Box: \$39.05

- Borough Payments:
 - i. Check #1603: \$24,889.78 given to Jim Kozimor on 7/5/24
- The auditor needs fraud papers filled out by both the acting director & the board president. Both forms were filled out & emailed to the auditor on Friday, July 5th.

Public Comments

- None

Adjournment:

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

The meeting adjourned at 7:30 pm.

Respectfully submitted,

Jennifer Caputo (Acting Director)