The Butler Public Library Board of Trustees Minutes
September 3, 2026

Meeting called to order: at 6:05PM by Janet Kern.
The required posting was made in compliance with the Open Public Meeting's Act.

Roll Call:
Present: Janet Kern, Maryanne Hansich, Tori Karpinecz,

Excused: Ryan Martinez, Helene Donargo

Unexcused: Louis Coiro

Library Staff Attendance: Jenn Caputo

Public Attendance: none

President's Comments:

- Trustees reviewed the minutes from June 2026.

Minutes: Maryanne Hanisch motioned and Tori Karpinecz seconded the motion to approve the June 30th 2026 minutes as submitted. The Board voted unanimously to approve the motion.

Director's Report:

- Children's/attendance good
  - Summer reading ended in early August. We had a successful summer of kids reading, completing worksheets, and recently earning prizes. We also had a lot of teen volunteers help with the program. The top group of volunteers were awarded prizes.
  - There will be take and make crafts available beginning in September. Feel free to visit the library and take a craft home to make.
  - Please check the website for the most up to date information.

- Adults/attendance good
  - Chair yoga has ended for the summer. Check the website beginning in mid September to sign up for the next session.
  - Crochet and knitting classes have both started. The classes meet twice monthly. Please register at the front desk.
  - Please follow along on Instagram and Facebook for up to date information. Check the website!

- Our next Board meeting is on Thursday, October 1st at 6:15PM.

Tori Karpinecz 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

Bills paid on June 30th, 2026

Check #1687	Jennifer Caputo (petty cash)	$339.58
#1688	Borough of Butler	$26,537.93
#1685	Borough of Butler Asbestos	$2,000.00

Bills paid on August 7th, 2026

Check #1690	Borough of Butler	$32,838.69
#1691	Borough of Butler Asbestos	$2,000.00
#1692	Jennifer Caputo (petty cash)	$63.21
#1693	Friends of the Butler Public Library	$700.00

Balances

Provident Bank $271,277.81

NJCMF $11,870.99 Interest rate = 3.74% (+0.07%)

Bills to Pay:

- Petty Cash Reimbursement $257.97
- Borough: $31,544.51
- Asbestos Abatement: $2,000.00
- Friends of the Butler Public Library: $158.05

The Board reviewed the Treasurer's Report. Tori Karpinecz motioned and Maryanne Hanisch seconded the motion to approve the Treasurer's report. Janet Kern conducted a roll call on the motion to approve the Treasurer's Report and Janet Kern, Maryanne Hanisch, Tori Karpinecz, and voted yes on the motion.

Because there were not enough Board of Trustees members present at the meeting for a quorum, an email vote was conducted on Friday, September 4th, 2026. The bills to be paid were approved through email vote.

Old Business

- Maryanne Hanisch reported that the Imandt Fund was rolled over for 9 months in the amount of $154,455.42.

New Business

- Deposited Cash Box and Coin Box revenues:
  - **i.** Circulation Cash Box: $372.15
  - **ii.** Coin Box: $42.35
  - **iii.** Checks written to Butler Public Library: $158.05

- Borough Payments:
  - **i.** Borough payment check #1690: $32,838.69 given to Melissa Berger on 9/8/26.
  - **ii.** Asbestos payment check #1691: $2,000.00 given to Melissa Berger on 9/8/26.
  - **iii.** Petty cash check #1692: $63.21 cashed on 9/8/26

- A new donation policy needs to be board approved before posting it on the website and in the library hallway. The board unanimously voted in favor of the new policy.
- Beginning in October, the board meetings will need to start at 6:15PM. The board unanimously voted in favor of the time change.
- Maryanne would like to schedule a meeting with Melissa Berger, CFO, to discuss paying the January bills at the beginning of January instead of in the middle of the month, as Melissa wants to do. Maryanne will reach to Ryan Martinez to schedule an appointment with Melissa, Ryan, and Janet.

Public Comments

- Attiya Iqbal attended the meeting to discuss procedures in the library. Her questions were all answered.

Adjournment:

Janet Kern asked for a motion to adjourn the meeting. Maryanne Hansich motioned and Tori Karpinecz seconded the motion to adjourn the meeting. The Board approved adjourning the meeting.

The meeting adjourned at 6:20PM.

Respectfully submitted,

Jennifer Caputo (Acting Directory)