

Butler Library Board Meeting - January 8, 2019

Time meeting was called to order – 6:00 pm

Members present – Jenni Thorpe (President), Jodi Kessel Szpizar (Director), John Schauker, Paul Kasdorf, Tom Sardina, Roger Benjamin and Charlene Benjamin.

Members absent –Andrea Van Gompel -excused

Persons desiring to be heard: None

Minutes read –Tom made a motion to approve, seconded by Charlene. Motion Passed.

Communications – A letter was received from a patron about the Library Staff being very friendly and enjoys coming to our Library. Patron also told Jodi how great everything is and welcoming.

Finance report – The director will now provide the financials and will work with the Village on the new software to prepare the reports. John made a motion to accept the December 2018 expenses of \$7,755.14, seconded by Roger. Motion passed.

Director's report – Weeding process continues nonfiction will take some; Friends meeting 1/14/19 @6pm, numerous Adult and Children Programs are scheduled and will be posted. Staff continues to update Facebook and promote the BPL.

Old business –

- a) Building updates- Jodi received another quote for landscaping maintenance-we will need to review all 3 quotes at next meeting. The DPW will continue to cut the lawn and the Village is checking to see if they will be able to spray the lawn for weeds. The parking lot light appears to be working. Wil-Kil completed their monthly inspection and building is in good shape with no bug/pests activity being found.
- b) Book mobile- A volunteer is going through the final process. This service should be available soon.
- c) Open Board position- the library board needs to have a school representative. This position should come from the Sussex Hamilton School district. However, if the Superintendent does not have a representative, our board can recommend a current board member for the role. There have been other Board members that have filled this role in the past. Jodi sent an email to the District to find out their status. Paul was under the impression that the seat Charlene filled was to include the school role. We will table this and review when more information is received.
- d) Staff /library hours: Board received an update for being open until 8pm on Thursdays. On average there are about 5 checkouts since the hour was added in Sept 2018. Paul was expecting larger turnout given the demand and complaints from the patrons from when the hours were adjusted in 2017. Jodi recommends at least a year to see if this is of benefit. There is a noticeable increase in patrons on programming nights and Board may consider just being open on those nights til 8pm. No action will be taken at this time, but will continue to monitor.

- f) WiFi- Jodi checked with Taylor Computers and they recommend changing the password every 6 months. This should be an easy process. Bridges continues to develop guidelines. Tom made a motion to proceed with the change, second by Paul. Motion Passed.

- g) Surplus 2018- When the Library budget became its own Fund, even though still funded by the Village, the tracking of expenses and revenues got easier for knowing where the money was being allocated to/from within the budget. For the first time in years, the non audited 2018 budget has an initial surplus of about \$8875, but there will be one more payroll and a few bills to be processed under the 2018 budget. The audit will be completed within the next few months. The surplus is related to an increase in revenues (copies, fines, book sales) and a decrease in operational expenses. Circulation numbers have increased. The Board will ask Kayla to come to our next meeting to discuss the Fund Balance (the surplus) and how it should be handled. For now, the 2019 budget is now effective, so no immediate action is needed and the money stays within the Library Fund.

New Business:

- a) The board reviewed the 2019 Holiday schedule. Motion made by Paul to accept as is, second by John. Motion Passed.

- b) Agenda format- was discussed and a few of the titles will be renamed (motion not needed)

Next meeting – ***Tuesday, February 12, 2019 @ 6:00pm ***

Motion to adjourn at 7:08 pm by Charlene, seconded by Tom, all approved.

Submitted by: Paul Kasdorf