

Minutes of the Meeting of the Board of Trustees
Eastern Monroe Public Library

The regular scheduled monthly meeting of the Board of Trustees of the Eastern Monroe Public Library was held on August 20, 2019 at the Hughes Library.

Present: Ann Super, Dawn Migliacci, Tim Hegarty, Katherine Neville, Maria Candalaria, Charles Green, Sharon Laverdure

Absent: Seamus McGraw, Jan Selving

Staff in attendance: Sue Lyons, Mary Erm, Rose Hewitt

Public Comment: None

The meeting was called to order at 8:42 A.M. by Board President Ann Super.

T Hegarty/ K. Neville moved to accept the minutes of the July 16, 2019 meeting, with the following correction, there was a typo of “and” instead of “ an”. The motion to adopt the minutes as amended passed unanimously

Presentation by Kevin Summa from Kirk Summa & Co. regarding the annual audit. The key points touched upon were library practices are in accordance with GAAP (generally accepted accounting practices), cash and investments are up, fixed assets increased due to the purchase of the Bookmobile, and liability increased. Functional expenses: branch costs lowered, lease decreased, equipment costs decreased, and utilities decreased by 8,000.00. Concerns: Increase cost of SMF loan in 2020.

Presidents Report: None.

Treasurer’s Report – T. Hegarty noted that income is in line with budget expectations year to date and that tax income has peaked but we are waiting on \$120,000.00 that will trickle in over the next few months. A.Super noted that Friends will need invoices for expenses paid with the Friends donation.

S. Laverdure/C. Green moved to approve the bills as presented and carried.
Motion passed.

Committee Reports:

Buildings and Equipment – Waiting on vendor for front curb to be aligned with entrance way.

Fundraising: D. Migliacci, head of the fundraising committee, reported that the committee is focused on seeking direct donations in support of the new Library of the Smithfields. They are also asking the board members to contribute by committing to a donation for purchase of a leaf on a tree engraved with their name.

The Mocktails and Hors d oeuvres pallet painting fundraiser that was held on Aug. 2nd had an attendance of 33. (35 sign ups with 33 attending)The library portion of that fundraiser was \$660.00 plus 70.00 for 2 non shows.

K.Neville also presented an idea for a possible fundraiser with Sue Jordan and The Women's Writer Guild performing at the Pocono Cinema.

Publicity & Community Relations – There will be a ground breaking ceremony for The Library of the Smithfields on August 28th at 12:30 pm

Policy and Operation – There was some discussion on raising the room rates for groups that are NOT non-profits. There was also discussion on the need to enforce the policy of groups not being able to sell their products.

Personnel – Application for tuition reimbursement for a library employee.

D.Migliacci/K.Neville moved to approve the tuition reimbursement.
Motion passed.

Board called Executive Session regarding personnel matters at 10:15 am.

Board came out of Executive Session at 10:25 am.

S. Laverdure/C. Green moved that the job description for the position of circulation manager be updated to reflect additional duties associated with that position and that the salary for the position be adjusted to reflect changes in Federal Law effective on approval of the updated job description by the personnel committee.
Motion passed.

Director's Report – *A full copy had been distributed by email previous to the meeting.*

S. Lyons noted that the Circulation Manager is preparing for the Volunteer luncheon on September 29th. It was suggested by A. Super that easels be set up with photos of the new Library of the Smithfields for everyone to see. S. Lyons also reported that she attended a financial workshop along with A. Super and passed along a State Library handout to the board members.

Youth Report: *A full copy of the report was distributed by email previous to the meeting.*

Old Business – None

New Business – None

The meeting was adjourned at 10:40 am on a motion by D.Migliacci/S.Laverdure. Motion passed.

Respectfully Submitted,

**Rose Hewitt
Administrative Mgr.**