

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 Oct. 15, 2019 at the Hughes Library.

Present: Ann Super, Dawn Migliacci, Katherine Neville, Maria Candalaria, Sharon Laverdure, Seamus McGraw

Absent: Jan Selving, Tim Hegarty, Charles Green

Staff in attendance: Sue Lyons, Rose Hewitt.

Public Comment: None

The meeting was called to order at 8:41 A.M. by Board President Ann Super.

K. Neville/ S. Laverdure moved to accept the minutes of the Sept. 17, 2019 meeting.

Presidents Report: None.

Treasurer's Report S. Lyons noted that the electric bill was about \$10,000 below what had been anticipated thanks to improvements in efficiency. She also noted that we are now paying interest on the \$300,000 loan for the Smithfields project and that fundraising to reduce or retire that debt must be a priority of the next few months. Lyons also reminded the board that both the personnel and finance committees need to meet in the coming weeks in order to assist in the preparation of the budget, which must be approved by December.

S. Laverdure/D. Migliacci moved to approve the bills as presented and carried.

Motion passed.

Committee Reports:

Buildings and Equipment – Approval has been received to begin spending the \$10,000 state grant for improvements to the parking lot. S. Lyons also noted that the public and some contractors have been using the spruce trees between the library and Midas as a dumping ground, and the trees are being trimmed in the hopes that will deter the practice.

Fundraising: D. Migliacci is seeking input on potential donors, particularly but not exclusively in the Smithfields.

Publicity & Community Relations – Pictures of the construction on the Smithfields Branch have been posted on the Middle Smithfield Township web page.

Policy and Operation – S. Lyons recommended that a policy be adopted to allow the library, at the director's discretion, to charge a \$25 set up fee for groups that demand extraordinary arrangements.

K. Neville/D. Migliacci moved to establish a \$25 fee for set up that could be waived at the Director's discretion. The measure passed unanimously.

Personnel – The board is awaiting a list of job descriptions, approved by the committee. In addition, S. Lyons reported that one employee is currently studying for Library Certification and will be eligible under policy for reimbursement. No action was required.

Ad Hoc

Smithfields – A seasonal delay in developing a turn off lane for the Smithfield's Branch will likely delay the issuance of a certificate of occupancy for the building until mid to late spring. As a result, it will be necessary to determine whether to extend the lease at the current location, or temporarily close the branch until the CO is issued. A decision on that was deferred until all board members could be present.

Director's Report – *A full copy had been distributed by email previous to the meeting.* S. Lyons noted that the deadline was approaching to submit a non binding letter of intent to the state for a Keystone grant which would be targeted to roofing, HVAC and other improvements. The unofficial sense of the board was that S. Lyons should submit the letter of intent by the December deadline.

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 9:57 am on a motion by S. McGraw/ D.Migliacci. Motion passed.

Respectfully Submitted,

Seamus McGraw

Secretary