

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 remotely due to the ongoing COVID-19 pandemic on Nov. 17, 2020.

Present: Ann Super, Katherine Neville, T. Hegarty, Maria Candelaria, Jan Selving, Liz Koster, Dawn Migliacci

Absent: Seamus McGraw, D.Kulick

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

The meeting was called to order at 8:30 A.M. by Board President Ann Super.

L.Koster/T.Hegarty moved to accept the minutes of the October 20, 2020 meeting. The motion passed unanimously.

Presidents Report: -.Ann Super noted the need for candidates to replace board members whose terms are up.

Treasurer's Report –Copies of the treasurers report were circulated before the meeting. T. Hegarty noted Middle Smithfield Township is 25% behind in tax money. He also noted that 5/12th of the state money (185,333.99) arrived and was moved to the reserve fund for use in 2021. Also received was the Pocono Community Fundraiser Grant for hot spots (11,000.00) (18,000.00) of the Hughes Grant was used for flooring. Overall we are coming in a bit under budget but we may also have a shortfall in county tax money.

K.Neville/M.Candalaria moved to approve the bills as presented and the measure passed unanimously.

Committee Reports: No report

Buildings and Equipment –No report

Policy and Operations: No report

Fundraising: Fundraising is flat lined at the moment due to the current situation with the pandemic. Upcoming is Giving Tuesday and the end of the year appeal

Publicity & Community Relations - No report

Personnel: No report.

Smithfields: Noted that leaves for the tree for Smithfield donations need to be purchased, the ESSA conference room, Keystone study room, and Friends circulation desk plaques still need to be purchased and should be in

place by Grand Opening. Smithfield is due to open on Nov 30th contingent with the certificate of occupancy and all networking/phone work being completed. The board sends thanks to Sue Young for all her hard work.

PTL: No news but mention of coming up with a 5 yr. plan after the Smithfield debt is retired and dependent on the needs of the community at that time.

Bookmobile: No news

Correctional Facility D.B. is dropping books off

Director's Report – *A full copy had been distributed by email prior to the meeting.* S.L noted that covid-19 numbers are on the rise. We are trying to keep offering services while keeping the staff safe and will need to go to an appointment system and limit patrons' time in the building. Walk-ins will be allowed in if there are time slots available and new system will be well advertised through signs, social media, and web-site prior to implementing it.

There is also a need for libraries to apply for a waiver on the requirement of 12% of funding to be spent on collection development, waiver for staff development day, and reduction in hours of service.

J. Selving/T.Hegarty moved to pass the waiver, motion passed unanimously.

Youth Report: *A full copy had been distributed by email prior to the meeting.*

Old Business – No news

New Business – No news

L.Koster/J.Selving moved to go into executive session 9:30 am.

Board out of executive session 9:54 am

The meeting was adjourned at 9:53 am on a motion by **K. Neville/L.Koster**. The motion passed unanimously

Respectfully Submitted,

Rose Hewitt

Administrative Manager