

## 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 Sept. 22, 2020.

**Present:** Ann Super, Katherine Neville, Seamus McGraw, T. Hegarty D. Migliacci, Deb Kulick, Liz Koster, Maria Candalaria.

**Absent:** J. Selving

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

**Guests:** Sue Gardner, district library consultant, Denise DeMena of Kirk Summa and Co., LLP to present the recently completed audit.

**S. Gardner** advised the board that at a recent meeting on the state level it was announced that the state would provide five months of funding for libraries, available in October rather than at the start of the year. It was also announced that while grant money may be scarce in the near future, aid would be available – primarily to rural communities and other areas facing difficulty providing internet connectivity during the pandemic. It does not initially appear that the Eastern Monroe Public Library would be eligible for such aid. S. Lyons noted that a Sanofi grant has provided wifi hotspots for the library.

**D. DeMena** noted that the audit went well, and that there were no significant exceptions to the board's financials. A copy of the audit is attached. Overall, while income was down for 2019, assets are up thanks to the development of the Smithfield's Branch. Kirk Summa recommends that the board develop a cost/allocation plan to more clearly distinguish between payrolls costs for administration and for programs. S. Lyons noted that the distinctions are often blurred given the nature of the library, and it may be necessary to base the plan on the percentage of hours various staffers devote to the two functions. The board referred the proposal to the personnel and finance committees for further discussion. D. Mena also recommended that the library begin calculating depreciation of its facilities and equipment.

It was also noted that an appeal to waive an IRS fine from last year is still pending, due to the slow pace of activity at the IRS as a result of the pandemic. DeMena expects that appeal to be resolved in the board's favor in the near future.

**K. Neville/T. Hegarty** moved to accept the audit. The motion was adopted unanimously.

**L. Koster** noted that the minutes of the August 18 meeting added an errant "N" to her surname. The offending consonant was stricken and the amended minutes were adopted unanimously on a motion **by D. Migliacci/ L. Koster**.

**Presidents Report:** - A. Super praised the staff for their innovative work in providing digital resources to the library's patrons. "We're living in a different world," she noted, and the staff "is opening up new opportunities through these digital resources." It was also noted that due to the lingering restrictions and guidelines regarding social distancing during the pandemic, the Bookmobile is currently making about half the number of stops at schools and senior centers than it did before the pandemic struck, but that it remains a resource for much of the community. Operations at the County Jail are also continuing, despite a directive that no one from outside the facility is allowed in. Currently, an employee of the correctional facility is providing books to those incarcerated there.

**Treasurer's Report –Copies of the treasurers report were circulated before the meeting.** T. Hegarty noted that while revenues were down for the month – municipal contributions in particular were lagging over last year – expenses were also reduced due to the pandemic. "We're...down \$100,000 from where we expected to be, but that's better than it could be."

**S. McGraw/K. Neville moved to approve the bills as presented and the measure passed unanimously.**

#### **Committee Reports:**

**Buildings and Equipment** –K. Neville noted that discussions continue about developing a data base to keep track of maintenance schedules so that in at least some cases the board has advance notice when regular repairs or replacements are needed.

**Policy and Operations:** The board is awaiting a final draft of the language to be added to the policies regarding bullying and sexual abuse and harassment to include contractors who work directly with the public. The board expects the final draft by the October meeting.

**Fundraising:** The committee is expected to explore the possibility of conducting an on-line auction of some of the art in the library's collection. The provenance and legal ownership of said art must be evaluated before such an auction can occur.

**Publicity & Community Relations** - D. Kulick is to provide links to articles she has penned regarding the library, and it was noted that Smithfield's branch has received favorable coverage in recent days.

**Personnel:** No report.

**Smithfields:** An issue with moisture on the floor has surfaced. The contractor has recommended grinding the coating on the slab and drying it before laying the floor. That should take a few days, and work could be completed by Oct. 7.

**Director's Report** – *A full copy had been distributed by email prior to the meeting.* S. Lyons noted that it remains unclear whether the reduced millage as a result of the recent country-wide reassessment would result in a reduction of the library's revenues. The County Commission has maintained that there should be no reduction, and if the library finds otherwise, the matter will be taken up with the commissioners. She also noted that the

Pocono Mountain Library has adopted a fine-free policy, and that once the pandemic ends, the library may evaluate and consider a similar policy.

**Youth Report:** *A full copy had been distributed by email prior to the meeting.* A. Super singled out praise for the Stroud Regional Storybook Trail at Zacharias Pond Park in East Stroudsburg, and noted that a similar trail could be established at Echo Lake Park when the Smithfield Branch opens.

**Old Business** - With the café now closed, Fitzmaurice has offered to sell the \$34,000 worth of café equipment to the library for \$7,500. The board could then determine how best to staff and operate the café at some future date – perhaps as early as spring or summer of 2021. S. McGraw/M. Candalaria moved to approve the purchase. The measure was approved with seven votes in the affirmative. L. Koster abstained.

**New Business.** The county commissioners have approach the board about placing a locked and secure ballot drop box at the library in advance of the Nov. 3. Election. The box would either be chained to a pillar or placed in a recess built into a wall. Going forward, a similar box may be located in the Smithfield’s branch and or other locations. S. McGraw/L. Koster moved to approve the installation of the drop box with the proviso that the library would not be responsible for any damage that might occur in the installation, operation or removal of the box. The measure was adopted with six votes in the affirmative. M. Candalaria voted no. D. Kulick had left the meeting and did not vote.

The meeting was adjourned at 10:21 am on a motion by **S. McGraw/D.Migliacci**. The motion passed unanimously.

**Respectfully Submitted,**

**Seamus McGraw**

**Secretary**