

## 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 April 20, 2021.

**Present:** Katherine Neville, Trudie Lear, Deborah Kuchinski, Erik Diemer, Betsy Buzzelli-Clarke, Debbie Kulick

**Absent:** Danny Younger, Nereida Santiago, Dawn Migliacci,

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

**The meeting was called to order at 8:34 A.M. by Board President Katherine Neville.**

B. Buzzelli-Clarke /E. Diemer moved to accept the minutes of the February 16, 2021. The motion passed unanimously.

**Treasurer's Report –Copies of the treasurers report were circulated before the meeting.** It was expressed that Foundation money from multiple sources must be reported to indicate which fund the money goes to. S. Lyons reported that the letter of forgiveness for the PPP loan of \$278,000 has been received.

E. Diemer/ D. Kulick moved to approve the bills as presented and the measure passed unanimously.

### **Committee Reports:**

**Buildings and Equipment** –The big issue is with a new roof. Bids have been given for a liquid seal on the roof. It should cost approximately \$144,000. The Hughes grant should cover the cost. There is a 20-year guarantee on the roofing sealant.

**Policy and Operations:** The library opened yesterday and went generally smoothly. Middle Smithfield had a covid testing clinic the week before opening. Some people came for testing on Monday, thinking it was still going on. The library staff was unaware that the clinic had occurred. There needs to be more information sharing between the library folks and those in the township offices. T. Lear gave a report on the strategic planning meeting. She highlighted the areas that will be a focus of the committee.

**Fundraising:** Once the libraries are fully opened, then events can be planned.

**Publicity & Community Relations:** It is important to showcase all that the library has to offer. S. Lyons described some of the lesser-known resources at the library. There was discussion about the protocol necessary to advertise using various media.

**Personnel:** Ed Erm has retired. J. Miranda has been hired to be his replacement and is already working. The personnel committee will meet on May 13. The tuition reimbursement policy for staff members needs to be updated.

**Finance:** No report. However, a full review of tax information needs to be done.

**Smithfields:** D. Younger has given a report on the library to S. Lyons.

**PTL:** They will have a limited reopening on May 3.

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

S. Lyons explained how the library receives money from the county. She needs to clarify the numbers and percentages before going to see the county commissioners. The library lost money after the county reassessment, even though they were told that this would not occur.

WVIA TV is doing library spots. Hope Kuchinski created the logo for our library. An updated website permits all of the county libraries to work together to share resources. Inter-library loan is now available.

**Adult Services Report** – *A full copy had been distributed by email prior to the meeting.*

M. Erm announced that folks were excited about the library reopening. An intern is working with M. Erm on research to work with the elderly.

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

J. Bonser said that the announcement on Facebook of the retirement of Yertle the Turtle has gotten over 12,000 views. This has never happened before! She is currently working on summer activities.

**Old Business** – No news.

**New Business** –No news.

The meeting was adjourned at 9:45am on a motion by **E. Diemer/D. Kuchinski**. The motion passed unanimously

**The next meeting will be held at 8:30am on Tuesday, May 18, 2021.**

**Respectfully Submitted,**

**Betsy Buzzelli-Clarke**  
**Board Secretary**