

## 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 October 19, 2021.

**Present:** Katherine Neville, Danny Younger, Erik Diemer, Betsy Buzzelli-Clarke, Debbie Kulick,

Deborah Kuchinski, Trudie Lear

**Absent:** Dawn Migliacci, Nereida Santiago

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

**President's Report:** K. Neville talked about the importance for next year into looking at the timing of board members' tenure. As with the current board, almost all came on as new together. It is important to have a mix of returning and new members.

**The meeting was called to order at 8:31 A.M. by Board President Katherine Neville.**

D. Kulick/ E. Diemer moved to accept the minutes of the August 17, 2021 meeting. The motion passed unanimously.

**Treasurer's Report –Copies of the treasurers report were circulated before the meeting.**

E. Diemer/K. Neville moved to approve the bills as presented and the measure passed unanimously.

Erik said all the financials look good. The change in financials from last year was due to PPP grant.

### **Committee Reports:**

**Buildings and Equipment** – The roof project is done. S. Lyons is looking to put in new carpeting as inexpensively as possible.

**Policy and Operation – Strategic Planning Committee:** Will meet after the survey from staff and public is completed. It will be used in developing the new strategic plan.

**Fundraising: Book & Brew** was a success making \$3053. Rose, Linda, and other library staff really supported this fundraiser.

**Publicity & Community Relations:** No report

**Personnel:** Staff raises of 50c/hour and re-align beginning wages with other libraries were approved. As the library adds open hours, more staff may be added (circulation folks). This as well as tuition reimbursement of \$250/credit will be part of the budget in November.

**Finance:** There was discussion about using Development Funds to pay off the Smithfield building loan of \$250,000. Once that is done, only normal operating expenses will be left. T. Lear moved to approve/E. Diemer seconded. All approved.

**Nominations:** K. Neville's term on the board is expiring. The board will need one or possibly 2 additional people. T. Lear and D. Kuchinski make up this committee.

**Smithfields:** No report

**PTL:** In 2 years, the townships (Jackson and Pocono) will be razing their building to replace it with a new one which will also house their library. Pocono Township has been holding monthly informational talks on health subjects for the community. S. Lyons is looking to put in new carpeting as inexpensively as possible.

**Director's Report** – *A full copy had been distributed by email prior to the meeting.*  
Masks are required for everyone in the library. S. Lyons is getting a giant air purifier for the community room.

**Adult Services Report** – *A full copy had been distributed by email prior to the meeting.*  
Sign-ups for room use in the Hughes Library will not occur until mid-November. There is, however, some test proctoring occurring.

**Youth Report:** *A full copy had been distributed by email prior to the meeting.*  
The first indoor program for children was held on Columbus day in the community room. 20 Children attended the crafts program.

**Old Business** – No news.

**New Business** – There is a need to get a combined zoom microphone for use in having live zoom meetings.

The meeting was adjourned at 9:49 on a motion by E. Diemer/ D. Kulick. The motion passed unanimously

**The next meeting will be held at 8:30am on Tuesday, November 17, 2021 in the library. There will also be a zoom link for those that prefer that method.**

**Respectfully Submitted,**

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