

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 on February 20, 2024.

Present: Trudie Lear, Dawn Migliacci, Joni Oye-Benintende, Aaron DeAngelo
Debbie Kulick, Pete Pappalardo, Deborah Emin,

Absent: Betsy Buzzelli-Clarke, Judy Magann

Staff in attendance: Cheryl Brice, Rose Hewitt, Hope Kuchinski, Julie Bonser

The meeting was called to order at 8:34 A.M. by Board President Trudie Lear.

President's Remarks: T. Lear noted that the attention of the library is growing. She acknowledged the staff for their great programming and social media postings. She also stated that the safety assessment is moving forward and we will continue project planning.

Minutes of the January 16, 2024 meeting: P. Pappalardo/D. Kulick moved to accept the minutes of the January 16, 2024 meeting. The motion passed unanimously.

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

P. Pappalardo/J. Oye-Benintende moved to approve the bills as presented and the measure passed unanimously.

Committee Reports:

Buildings and Equipment : There was a discussion on creating a plan for the Hughes Library to be updated. Possible lines of actions include meeting with master gardeners, the community college gardeners, and landscapers to determine a plan of action.

Policy and Operation – Strategic Planning Committee: No report

Fundraising – No report

Publicity & Community Relations: Noted that Blue Ridge was at the library to cover the Health Booth and the community puzzle.

Personnel: Voting on changes to the Personnel Manual is tabled until the next meeting, so board members will have adequate time to consider all the changes. The change for NYE to be added as a staff holiday was the exception with P. Pappalardo/D. Kulick moving to approve the addition of the holiday and the measure passed unanimously.

Ad Hoc Committees:

Smithfields: - D. Emin met with J.Brown from Smithfield Library and Holly from the township to discuss a partnership with programming and events. It was also noted that the SMF bookdrop has been damaged due to a plow hitting it. Determination on repair/replacement to follow.

PTL - It was noted PTL Township signed the agreement to purchase. It is not clear when the building will be ready for the library and Township to move into.

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

C. Brice stated that the Pennsylvania State Police will be at the library to conduct a safety and risk assessment on March 14th 2024 @ 9 a.m. There was also discussion on adopting a 3-D printer policy.

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

Despite some rescheduling of programs due to the weather, attendance was still up for the programs.

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

J. Bonser noted that the Chinese New Year program with special staff guest Chen was very successful. Also noted was the replacement of the old learning stations with 2 new ones.

Old Business – State money has arrived along with the Foundation Donation and Friends Donation. A. DeAngelo has also stated that we may need to have our solicitor send a letter to Morgan Stanley regarding an inheritance bequest left to the library. Also noted was the completion of the Strategic Plan and instruction that it may be posted on the website to replace the old Strategic Plan.

New Business – A member of the board is needed to fill a spot on the Foundation Board. A. DeAngelo inquired if the treasurer is meant to be on the Foundation and D. Emin volunteered to fill the position.

Committee Assignments are as follows:

Personnel: B. Buzzelli Clark/ J. Oye-Benintende, T. Lear/ C. Brice

Policy & Operations: B. Buzzelli Clark/ J. Oye-Benintende, T. Lear/ C. Brice

Public Relations: D. Kulick/T. Lear/ C. Brice

Finance: A. DeAngelo/T. Lear/ C. Brice

Fundraising: J. Magann/B. Buzzelli Clark/ T. Lear/ C. Brice

Building and Property: D. Migliacci/P. Pappalardo/ T. Lear/ C. Brice

Ad Hoc Safety Committee: B. Buzzelli Clark/ D. Migliacci/ T. Lear/ C. Brice

Adjournment - The meeting was adjourned at 9:52 am on a motion by A. DeAngelo/D. Kulick
The motion passed unanimously.

The next meeting will be held via Zoom at 8:30 am on March 19, 2024.

Respectfully Submitted,

**Rose Hewitt
Administrative Manager**