

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, April 19, 2011, at 8:30 a.m. at the Hughes Library.

Present: T. Weitzmann, L. Kline, M. Liberman, J.Morganthau, P. Gibson, B. Ewen, J. Field, A. Stevens-Arroyo

Absent:

Staff: B. Keiser, M. Steen, J. Bonser, M. Erm

Guests:

The meeting was called to order at 8:33 a.m. by T. Weitzmann.

**JF/PG moved to approve the minutes of the March 15, 2011 meeting, as presented. Carried.**

**President's Report** – T. Weitzmann welcomed Mary Erm as Asst. Director and Julie Bonser as Head of Youth Services. The Board received a thank you note from Sue Butler for their retirement gift to her.

There are two issues with new charges at SMF from its landlord, Novescor LLC. The first concerns a sewage charge based on two units when previously the library was only charged for one. The second issue is an unprecedented maintenance charge of \$10,800 for the past three years. L. Kline suggested the board should review a copy of Smithfield's lease. Also, the board should get an opinion from John Prevoznik. No immediate action was taken.

There are no new developments concerning Niles Possinger & the drainage problem, and no action on the solar panels on Monroe Optical.

J. Prevoznik has sent a release concerning confidentiality of the settlement involving the complaint originating from the book sale last year. B. Keiser questioned whether the Friends are mentioned in the release. The settlement involves no money, but requests better training of the volunteers in conjunction with the American Disability Act. The training would be conducted by a third party.

**Treasurer's Report** – M. Liberman declared the Library solvent. The bulk of money coming in from tax revenues will be heavy in the next couple of months. The Foundation has received \$400,000 from the Larson bequest. They will meet with a Morgan Stanley investment counselor to discuss the best way to generate around \$12,000 per year for Youth Services. While reviewing Bills for Approval, L. Kline questioned three checks to N. Crisci-Burns to replace payroll checks that were never cashed. B. Keiser reported that we now have direct deposit for all employees to avoid this problem in the future. M. Liberman mentioned negotiating with other electric suppliers for a better energy rate.

**JM/BE moved to approve the Treasurer's Report. Carried.**

**LK/JM moved to approve the bills as presented. Carried.**

**Buildings and Equipment** – The committee continues to solicit more bids for painting of the building and sign. The bid from R. J. Groner to replace two units of the HVAC is \$18,000 per unit which includes installation with a crane. We are still waiting for a second bid from N.E. Energy. There is no action at this point. The painting at PTL is still in progress.

**Publicity & Community Relations** – Nothing to report

**Policy and Operations** – A meeting is scheduled.

**Personnel** – The committee is finalizing the Assistant Director's job description. They reviewed the personnel manual with M. Erm, especially evaluating forms for staff performance. B. Keiser announced an 11% health insurance increase.

**Long Term Planning** – B. Ewen & P. Gibson are developing a strategic plan by Fall 2011. They have reviewed other strategic plans from different demographic regions in the U.S. Staff members involved are B. Keiser, M. Erm and S. Young. T. Weitzmann suggested they schedule a meeting with the Board for a work session.

**SMF Taskforce** – B. Keiser drafted a letter to the Hughes Foundation requesting \$800,000 for the new SMF branch project. A previously mentioned site, Durham Trading, is in foreclosure. There were updates in the Pocono Record concerning the by-pass in Marshalls Creek.

**By Laws –**

**Nominating Committee –**

**Director's Report – Highlights from B. Keiser's report:**

1. The YA Reading team came in 2<sup>nd</sup> at the annual Reading Olympics held at Easton High School. The competition includes Bethlehem & Easton high schools and middle schools.
2. "What Boards & Friends Should Know About Fund Raising" meeting June 11 in Breinigsville.
3. The library has received several donations through the Audrey Cohen memorial and the W. Edmund Magann memorial. Also, there will be a new leaf on the tree in memory of Mr. & Mrs. Geshensky, with funding offset by the family.
4. The Bookmobile will be participating in several community fairs.
5. The estimate for the elevator repair is \$2,300, which will probably come out of the reserve fund.
6. Northampton Community College is relocating their basic adult education (GED) program and ESL program away from Bartonsville, and met with EMPL staff about class space.
7. B. Keiser gave each Board Member a copy of "Whose Shoes", this year's statewide "One Book, Every Young Child" program.

**Old Business –** Nothing to report

**New Business –** Nothing to report

**The meeting adjourned at 9:30 on a motion by JF/AS-A .**