

The regular scheduled monthly meeting of the Board of Trustees of the Eastern Monroe Public Library was held on April 16, 2013 at 8:30 a.m. at the Hughes Library.

Present: William Weitzman, Lisbet Duponte, Carol Pooley, John Field, Stan Miles, Jan Morganthau, Gerard Geiger, Phyllis Gibson, Tony Stevens-Arroyo

Absent: none

Staff: B Keiser, K Rustici, J Bonser

Guests: none

The meeting was called to order at 8:27 by Lisbet Duponte

Carol Pooley/John Field moved to approve the minutes of the March 19, 2013 meeting, as presented and Carried.

President's Report –Lisbet Duponte requested that all Board Committees send a written report to Board members prior to the monthly meeting to expedite motions and improve communication to all members.

Treasurer's Report –Jan Morganthau has reported that tax income is starting to come in and that \$90,000.00 has been received since April 1st, 2013. The Finance Committee will meet with WSM to review accounts and investigate how to maximize investment on all accounts.

- ⤴ Building Fund will be transferred to WSM
- ⤴ Operating funds will be moved to a single account without fees but including a sweep for payroll activity
- ⤴ Reserve and Ioannidis funds will be separate accounts for investment purposes. Unbudgeted bequest and donation income may be assigned to the reserve account.
- ⤴ 2013 closeout of Natalie Ziegler Charitable Remainder Trust will be invested separately with WSM

Carol Pooley/ Phyllis Gibson moved to approve financials as presented and Carried.

Tony Stevens-Arroyo/Carol Pooley moved to approve the Treasurer's Report and Carried.

Carol Pooley/Jan Morganthau moved a resolution to transfer operating and payroll accounts from PNC and Citizens Bank to M & T Bank and Carried

John Field/Stan Miles moved to approve the bills as presented and Carried.

Buildings and Equipment -John Field reported on some quotes received which included a new phone system at \$8,450.00, cleaning up brush along the back of the building at \$325.00, updating our security system which include upgrading our existing hard drive \$1,495.00, a new outside camera to replace the broken one \$450.00, adding some more cameras to the blind spots in the library \$3,055.00, repairing our parking lot \$5,500.00. Painting our Parking lot \$900.00. The carpet in the children's area needs some repair at the entrance.

Carol Pooley/Stan Miles moved to approve the repairs to be done on our parking lot and have the parking spots repainted.

Publicity & Community Relations – Nothing to report

Policy and Operations –Nothing to report

Personnel- all director evaluation sheets must be in and will be assessed.

SMF Task Force –Nothing to report

Strategic Planning – There was a PA state regional Trustee workshop on April 6th, 2013, about strategic planning and how nonprofit service organizational efficiency. It was suggested to hire facilitator for EMPL's own strategic planning process. Gerald Geiger will start the process.

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

- ⤴ Tax preparation assistance was twice weekly in the Edinger Community Room at Hughes as well as at the Pocono Township building
- ⤴ Four staff members attended a Grant Writing Workshop at Easton planned by the regional library group and brought back tips for request structure as well as sources.
- ⤴ There are 22 World Book Night Givers this year for the event on April 23. EMPL is hosting a reception for them to pick up their boxes on Thursday, April 18.
- ⤴ Sue Young and Mary Ann Lewis are accompanying the EMPL Reading team for the Spring Challenge on April 25.
- ⤴ Get well wishes to Ann Kane, EMPL's part time library assistant who is recovering from broken wrists resulting from a fall in the parking lot of her apartment building.
- ⤴ The bookmobile participated in the St. Patrick's Day Parade March 24

Julie Bosner, head of youth services, reported that the Hughes Library will receive our site visit this summer in order to officially become a “Family Place Library”.

Old Business – None

New Business – None

John Field/Carol Pooley moved to go into executive session at 9:05 am to discuss real estate.

John Field/Phyllis Gibson moved close executive session at 10:05am.

The meeting adjourned at 10:06 am on a motion by Jan Morganthau/Phyllis Gibson and Carried