

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 on April 21, 2015 at the Hughes Library.

Present: Maria Candelaria, Gerard Geiger, Charles Green, Tim Hegarty, Janis Selving, Ann Super

Absent: Seamus McGraw, Stan Miles, William Weitzmann

Staff in attendance: Barbara Keiser, Korey Rustici, Julie Bonser, Mary Stewart Erm,

Guests:

The meeting was called to order at 8:32 AM by Board President, G Geiger.

T Hegarty/J Selving moved to approve the minutes of the March 17, 2015 meeting as presented. The motion carried unanimously.

President's Report – G Geiger thanked everyone for attending the Stroudsmoor Retirement Celebration for outgoing director, B Keiser. He reminded Board members that there is also a staff party and open house for the public at the end of April. Incoming director, Sue Lyons has been visiting library, meeting with Barbara and becoming acclimated, on a volunteer basis. Her first day is May 4.
Update on strategic plan: Alan Burger will have preliminary draft of plan later this week. Next board meeting will address this on May 19. Technology review has been distributed. Alan provided items that need to be addressed in the first 12 months. A technology team was discussed, to possibly include Board members once the plan is adopted. B Keiser mentioned that the website would probably be one of the first projects and that Sue Lyons was anticipating that as a priority.

Comments:

Treasurer's Report – T Hegarty reported for vacationing Bill Weitzmann. At the conclusion of the first quarter, the year looks good; expenses were under budget. Monthly revenue was under budget, but first quarter looks on target. Explained that budget lists income and expenses are in even 12 month increments, but real cash flows vary throughout the year. The ebb and flow of tax income is generally in two large waves of income

Barbara explained how the millage works and what options the board has regarding requests to the county commissioners. She gave an overview of how libraries are funded in PA. A tax county reassessment is pending sometime in the near future, according to Commissioner John Moyer in a report to the Pocono Mountains Chamber of Commerce.

Comments:

G Geiger accepted the Treasurer's Report.

C Green/A Super moved to approve the bills as presented.
The motion carried unanimously.

Committee Reports:

Buildings and Equipment – B Keiser reported Estimates for Drivet work pending (about \$150,000.00). A request to Hughes foundation will be submitted to them for this. Sue Lyons is investigating local foundations for additional options.

Personnel – No committee report but B Keiser suggested reviewing salaries and reminded the Board that the ranges in each job classification need to be reviewed. Funding of unemployment expenses should be examined as well. A bond (solvency fee) is one option; as a 501c3 organization, the library qualifies. The board had questions regarding staffing and other issues that the committees should address going forward.

G Geiger mentioned that a memorandum of understanding for Sue Lyons will be addressed by John Prevoznik.

Publicity & Community Relations – J Selving reported that the committee met, and based on strategic plan questionnaire, suggest a visiting lecture series. Use of social media should increase; look into Twitter, Facebook and Instagram being used more frequently; possibly electronic newsletter as well. Discussion of consideration to update community room in terms of technology and presentation hardware is needed.

Policy and Operations – **No report.** B Keiser reminded the Board that the following policies are due for review: The Meeting Room Policy and Local History Room Policy. There was discussion about an Art and/or donations policy, but it was not adopted.

Art Committee (ad hoc):- Art committee – not met yet. Carol and Bill currently working on issues.

Director's Report – B Keiser thanked the Board for the Retirement Celebration at Stroudsmoon on April 11, and all the time and effort involved. She distributed the report

of year to date of Smithfields branch which celebrated its first anniversary at the new location in March. She reported on the 2015 Monroe County Book Expo and the Monroe County Commissioners report to the Pocono Chamber

. The state annual report was submitted; the national statistical report will be complete soon. Application for a Latino Program Grant (ALA sponsored) involving Sue Lyons and Anthony Stevens-Arroyo is underway by Mary Stewart Erm, Adult Services Department head. Partners include NCC, local Historical Society, possibly ESU. Application is due May 1st.

Details are in the written report submitted by email. B Keiser thanked all board members for their service, time, enthusiasm and dedication.

Comments:

Youth Report – The report was distributed by email previous to the meeting.

Comments:

Old Business – None.

New Business – None

There was an announcement reminding everyone that the FRIENDS will be accepting used book donations until May 15 for the 2015 sale, and begin again accepting on September 15.

The meeting adjourned at 9:32 AM on a motion by C Green/J Selving which carried unanimously.

Respectfully submitted,

Mary Stewart Erm and Barbara Keiser, Secretaries, Pro Tempore