

The regular scheduled monthly meeting of the Board of Trustees of the Eastern Monroe Public Library was held on April 17, 2012 at 8:30 a.m. at the Hughes Library.

Present: J. Field, J. Morganthau, P. Gibson, A. Stevens-Arroyo, G. Geiger, C. Pooley

Absent: L. Duponte

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

Guests:

The meeting was called to order at 8:29 by J. Field .

JM/PG moved to approve the minutes of the March 20, 2012 meeting, as presented. Carried.

CP/GG moved to approve the minutes of the April 3, 2012 special meeting, as presented. Carried.

President's Report – L. Duponte was absent. Vice-President J. Field presided. He wished to thank John Prevoznik for attending the April 3 meeting. He also extended sympathy to M. Erm in the death of her Father-in-Law. He announced that B. Ewen resigned for personal reasons and thanked her for her service. She represented Hamilton/Stroudsburg.

Treasurer's Report – J. Morganthau reported that the tax revenues are coming in slow. Most are payable the end of April. Three CDs in the building fund have matured as of the end of March for a total of \$385,000. B. Keiser felt the money should be kept liquid in light of the SMF building project and upfront fees for the HVAC project.

AS-A/CP moved to approve the Treasurer's Report. Carried.

GG/JM moved to approve the bills as presented. Carried.

Buildings and Equipment – J. Field reported that the Frantz bill for painting the green exterior trim of the Hughes building came in lower than the approved amount. We will be going forward with that project. The Keystone Grant has been approved for the HVAC project through Stroud Township. The Grant will reimburse when bills are presented, matching to \$50,000. It will reimburse the Township, who will forward the money to the library.

AS-A/PG moved to approve the bid of \$75,871.00 from FJ Hess & Sons for replacement of 5 heating/cooling units. Carried.

Publicity & Community Relations – A. Stevens-Arroyo reported that a press release is in the works to announce the Keystone Grant supporting the HVAC project.

Policy and Operations – J. Morgenthau had nothing to report. She will schedule a meeting to finish the Board Policy Manual before the next Board meeting.

Personnel- M. Liberman sent reminders to the Board members to submit B. Keiser's evaluation. He has received 7 evaluations from the Executive Team.

SMF Task Force – L. Duponte was absent. B. Keiser reported that there is a meeting between J. Prevoznik & Schuchman's attorneys to make sure the turnkey profile for the SMF building is to the library's specifications.

Strategic Planning – G. Geiger reported that the committee is short a member with B. Ewen resigning. She has forwarded her paperwork to him.

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

1. P. Gibson & J. Field attended a Trustee's meeting in Bethlehem.
2. There was an Easton District Service Agreement meeting which supports our delivery system. The State Report is due May 1, and is 99% complete.
3. Two paintings were stolen from the new art exhibit. May have data from the security system for the 2nd incident, but notified too late for the 1st. Library is looking in to the possibility of a locking system for paintings.
4. Sewing Friends have donated a new vacuum to the library.
5. The library is participating in a WVIA program for the Stroudsburg neighborhood, which will be shown in June.
6. World Book night is April 23. There are 12 book givers volunteering their time to pass out books in the community.
7. The District Consultant from EAPL visited our library.

Old Business – Nothing to report.

New Business – Nothing to report.

The meeting adjourned at 9:08 am on a motion by JM/AS-A. Carried