

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, Aug. 16, 2011, at 8:30 a.m. at the Hughes Library.

Present: M. Liberman, J.Morganthau, P. Gibson, B. Ewen, A. Stevens-Arroyo

Absent: T. Weitzmann, L. Kline, J. Field

Staff: B. Keiser, M. Steen

Guests:

The meeting was called to order at 8:35 a.m. by M. Liberman. .

BE /A S-A moved to approve the minutes of the July 19, 2011 meeting, as presented. Carried.

President's Report – T. Weitzmann absent.

Treasurer's Report – M. Liberman reported that the Library has collected nearly \$98,000 in tax revenue. We're below budget on personnel. B. Keiser may ask the Friends to supplement any extra Bookmobile costs. E-rate and new electricity billing amounts are not reflected yet. The extra Ionnides money is still in the PNC account, but will be moved to Citizen's reserve account. Noted that Adult Collection is over budget.

A S-A/JM moved to approve the Treasurer's Report. Carried.

PG/A S-A moved to approve the bills as presented. Carried.

Buildings and Equipment – Electricians have met at SMF to assess need for extra outlets – no estimate yet.

Summary of Strunk/Albert bids:

1 a – direct replacement of 5 oldest units.

1 b – direct replacement of 9 oldest units.

2 a – newer replacements/better ventilation of 5 oldest units.

2 b – newer replacements/better ventilation of 9 oldest units.

Need to check heating capability for winter of 2 damaged units. The time frame for submission of bids puts project into 1st quarter of 2012. B. Keiser mentioned that the state is accepting applications for Keystone Grants with matching \$50,000.

Publicity & Community Relations – Nothing to report.

Policy and Operations – J. Morganthau and committee met to work on the final draft of the first two sections of the Board policy. By the next meeting, she will have a couple more sections to revue. That will be an agenda item for next meeting.

Personnel – L. Kline absent. B. Keiser & M. Erm will be working on parts pertaining to performance review of staff.

Long Term Planning – B. Ewen interviewed B. Keiser & M. Erm re “SWOT”: Strength, Weakness, Opportunity, Threats.

SMF Taskforce – Nothing to report.

Nominating Committee – Nothing to report.

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

1. B. Keiser & M. Erm attended a workshop at Western Pocono Community Library the end of July concerning library legal matters. Discovered that our firearm policy is illegal, and needs to be reviewed.
2. Book Expo at end of July was successful with 24 authors & 120 attendees.
3. Young Adult Lock-In took place 8/12-8/13.
4. B. Keiser had to call police & take action against a patron for threatening a staff member on 8/8/11.
5. Library is changing services for E-Books.
6. Filled Rob Ramos' position in technical services with Cheryl Brice, provisional librarian.
7. Grant opportunity for assistive equipment (2 computers & workstations) to aid audio & visual disabilities.
8. Sept. 3 - Stroudfest
Sept. 14 – Sirsi update training
Sept. 21 – Sirsi system down
Sept. 24 – BKM at Community Days

Old Business – Nothing to report.

New Business – M. Liberman, J. Morganthau & B. Keiser attended a meeting in Allentown concerning fund raising. Decided that the Board should have a fund raising committee. The Foundation Board will submit names of people to be contacted for donations. Each board member should come up with approx. 10 names, also. Will develop a form letter, and add a personal note. Also, asking board members to make a donation.

M. Liberman is attempting to come up with a date for a meeting with all three boards associated with the library: EMPL Board, Foundation Board and the Friends. Would like to discuss the possibility of a combined, unified audit with one audit firm. If approved, would have to be put out for bid.

The meeting adjourned at 9:34 on a motion by JM/BE .