

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, August 18, 2009, at 8:30 a.m. at the Hughes Library of the Eastern Monroe Public Library.

Present: B. Huffman, L. Jenkins, M. Liberman, L. Kline, J. Morganthau, B. Brodman

Absent: T. Weitzmann, B. Murphy

Staff: S. Butler, B. Kiser, M.Erm

Guests:

The meeting was called to order at 8:30 a.m. by B. Huffman

ML/LK moved to approve the minutes of the July 21, 2009, meeting, as presented. Carried.

President's Report – No report

Treasurer's Report - M. Liberman reported the tax income is ahead of budget again. The library budgeted conservatively at 93% collection. That has been met and there should be funds trickling in through the end of 2009. There is still no State budget.

JM/LJ moved to approve the Treasurer's Report for audit. Carried.

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

Buildings and Equipment – B. Huffman reported some of the graffiti on the back of the building has been painted over, but there is still more painting to be done. The Smf pillar has not been repaired yet. The exterior doors in the Community Room and Activity Room are not repaired yet. After the repair is completed a new floor is needed in the Activity Room.

Planning – No report

Policy – L. Jenkins presented 2 Patron policies for review and action, Borrower Responsibilities Policy and Materials Recovery Policy.

L. Jenkins explained there are still 2 policies yet to be reviewed and/or updated. The plan is to review and/or update all policies on an annual basis.

JM/LK moved to approve the Borrower's Responsibilities Policy. Carried.

LK/JM moved to approve the Materials Recovery Policy. Carried.

Personnel Committee – L. Kline explained that the Firearms Policy had been sent back to committee for additional work. She explained the committee decided to leave the wording as presented.

It was explained that it was recommended by law enforcement that the library should have a Firearms Policy.

There was considerable discussion regarding the policy.

ML/JM Moved to approve the presented Firearms Policy with the removal of the word use. Carried

L. Kline presented the Work Week page from the Personnel Manual for review. M. Liberman presented some recommended grammatical changes. The committee will review the recommendations and present again at the next meeting.

L. Kline presented the Staff Conduct page for review. Board members made some suggestions and sent it back to the committee for further review and action at the next meeting.

Smf Taskforce – The committee met and discussed how to proceed. The committee asked the Board President to write a letter to the township supervisors telling them the library is not interested at this time and recommending they move forward with finding a tenant for their facility.

The Taskforce has set some criteria for a new site - location, size, parking.

By-laws – A meeting will be scheduled in September.

Nominating Committee – A letter was sent to the Board Secretary for review and to be forwarded to the district that is responsible for the appointment of the replacement for N. Flynn. The expected commitment and responsibilities of the Board member were included in the letter.

Director's Report – B. Keiser reported the staff is catching their breath after the Summer Reading Program. She noted the online registration was successful. M. Erm noted that everything was much easier to track online. This year there were fewer signups, but more participation.

B. Keiser explained the return on investment by using Unique Collections to pursue collection of overdue materials is still very good and worth the expense.

She noted the library did receive a Management Letter from the auditors suggesting the Director have copies of all invoices when signing business checks. Staff has begun doing this.

B. Keiser explained a request from Walgreens to provide flu shots at the library. The Board felt we should decline their offer. This type of situation would “open a whole can of worms”.

Old Business –

New Business – It was suggested that minutes should be taken at all committee meetings in order to keep everyone on the committee up to date.

The meeting adjourned at 9:36.