

The regular scheduled monthly meeting of the Board of Trustees of the Eastern Monroe Public Library was held on Tuesday, December 18, 2012 at 8:30 a.m. at the Hughes Library.

Present: Lisbet Duponte, John Field, Phyllis Gibson, Gerald Geiger, Michael Liberman, Jan Morganthau, Carol Pooley, Anthony Stevens-Arroyo, William Weitzmann

Absent: none

Staff: Barbara Keiser, Korey Rustici, Julie Bonser

Guests: none

The meeting was called to order at 8:31am by L. Duponte.

There was no public comment but Julie Bonser made a brief Youth Services report because she could not stay for the entire meeting.

Minutes of the November 20, 2012 were reviewed and approved as presented. JField/PGibson. Carried unanimously.

President's Report -

Deferred until after the Treasurer's Report and Finance Committee Report

Treasurer's Report – Presented by JMorganthau

Motion to file November financial reports for audit as presented. GGeiger/AStevens-Arroyo. Carried unanimously.

Motion to accept bills as presented. AStevens- Arroyo/JField. Carried unanimously.

Proposed 2013 EMPL Operating Budget presented by committee for discussion. Staff answered questions and described the following features of the proposal:

- ⤴ 99% tax collection based on 1.1 mill of 2013 Taxable Assessment of 10 municipalities at 1,146,123,240.
- ⤴ 3.5% cost of living increase in salary and wages to all staff excluding officer
- ⤴ elimination of two full time cleaning and maintenance positions
- ⤴ addition of contract cleaning services for 3 physical locations, plus 1 part time (28 hrs/wk) maintenance position
- ⤴ continuing benefit from e-rate telecommunications discounts
- ⤴ compliance with state requirement of 12% of total expenses devoted to collection development and resources
- ⤴ increase in Sirsi (integrated library system including circulation, cataloging and public access catalog functions) cost as per 3rd year of 5 year contract

Motion to approve the 2013 Operating Budget as presented. JField/GGeiger. Carried unanimously.

JM reported on a meeting with financial advisors and the committee will have a recommendation at the January meeting.

President's Report

LDuponte requested a brief executive session for the discussion of real estate at 8:44am. **Motion** CPooley/JMorganthau. Carried unanimously.

Motion to remove from executive session at 9:22am. JField/AStevens-Arroyo. Carried unanimously.

Buildings and Equipment – JField said committee had not met. Staff reported that carpet cleaning was underway and the Keystone Grant request for reimbursement was in process.

Publicity & Community Relations – AStevens-Arroyo; no new report.

Policy and Operations – JMorganthau; no update on manual revisions.

Personnel – MLiberman; no report.

Strategic Planning – GGeiger reported that a scheduled meeting was postponed.

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

- ⤴ staff shortages due to illness and vacations have been challenging but not debilitating because of cooperation from all departments
- ⤴ interest in e-books continues. EMPL's service now supports e-pub and a new service, f-reading, is being considered.
- ⤴ appreciation expressed to Michael Liberman for conscientious, dedicated Board service for 6 years

Old Business – none

New Business – President Duponte thanked Michael Liberman for his exemplary Board service and tenure as Board Treasurer.

The meeting adjourned at am 9:34am on a motion by JField/JMorganthau.
Carried unanimously.