

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, December 16, 2008, at 8:39 a.m. at the Hughes library.

Present: B. Huffman, L. Jenkins, T. Weitzmann, B. Murphy, A. Senese, D. Lynch

Absent: M. Liberman, N. Flynn, E. Rydell

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

Guests:

The meeting was called to order at 8:39 a.m. by B. Huffman in E. Rydell's absence.

**BM/TW moved to approve the minutes of the Nov 18, 2008, meeting as presented. Carried.**

**President's Report** – B. Keiser reported in E. Rydell's absence that the EMPL Foundation received a check from Hughes for \$20,000.

A letter was received by the Board from Smf Twp Supervisors requesting a work session with the Board regarding a new Smf branch.

**Treasurer's Report** - B. Keiser reported in M. Liberman's absence. Tax collection is at 98% ytd. Staff is not purchasing any extra materials, just meeting obligations. The library has received the 4<sup>th</sup> quarter allocation for the Correctional Facility. We are under budget in staff expenses. There will be an increase in telecommunication charges – minor increase, major improvement.

**LJ/BM moved to approve the Treasurer's Report. Carried.**

**DL/AS moved to approve the bills as presented. Carried.**

**Buildings and Equipment** – B. Huffman reported on some changes to be made in camera locations for the new surveillance camera system. Installation is scheduled to begin January 5. Strunk/Albert Engineering donated their engineering services for preparation of the bid specs for the surveillance system – over \$2,000. The planters for the front which were purchased by the Stroudsburg Rotary, were ordered and delivery should be some time in January.

**Planning** – No Report

**Personnel Committee** - T. Weitzmann reported there will be input from some staff members on the Director's evaluation. Also, the Director will do a self evaluation. Evaluation forms will be distributed in the next month for completion by Board members.

**Policy - No Report**

**Nominating Committee** – The slate of officers for 2009 was presented by L. Jenkins: T. Weitzmann, President . B. Huffman, Vice President, M. Liberman, Treasurer, B. Murphy, Secretary. A letter has been received from Middle Smitfield Twp appointing Lisbet Kline to fill the vacant position that will be left by D. Lynch's departure from the Board. If no letter is received from Smithfield L. Kline will automatically be appointed.

L. Jenkins reported for the Finance Committee on the 2009 budget. The proposed budget is based on a 93% collection rate on taxes based on the certified tax assessment from the County. She explained that staff expenditures are based on a 2% COLA staff increase. The bottom line staff expenses are actually less for 2009 than 2008 due to staff changes. There is a small increase in telecommunication charges.

A. Senese reported the school districts are reducing their estimated collection rate to 90%.

B. Keiser reported the State Aid payment will be delayed. It is expected to be paid Jan 21, but will be reduced by .8%.

The Statewide Library card allocation will be reduced by 5%.

A. Senese suggested that after the County budget is approved, a thank you letter be sent to the Commissioners. The letter should also state that if funding from the State is reduced significantly, the library will have to take measures to reduce expenses.

B. Huffman questioned the prudence of giving increases to the staff in this economic climate. B. Murphy agreed. A. Senese discouraged the Board from cutting staff increases. He suggested making an effort to find other areas to cut costs.

It was suggested that reserve funds could be tapped if funding is considerably lower than anticipated. B. Keiser explained that some reduction can occur by not buying some of the databases that are not being used.

B. Keiser suggested the possibility of closing Hughes on Sunday during the summer. B. Keiser also explained that staff will no longer receive time and ½ for Sunday hours worked.

**AS/DL moved to accept the budget as proposed by the Finance Committee. 4 approved, 1 nay-BM. Motion defeated.**

T. Weitzmann who was present at the start of the meeting had to leave prior to this vote. He will be contacted for his vote on the proposed budget. If necessary an emergency meeting will be called to address the budget issue.

**Director's Report** – B. Keiser highlighted her Director's Report. She extended her congratulations to library staff members M. Erm, M. A. Lewis, and L. Cintron on completion of their MLS degrees. She reported that she attended a meeting at the Bethlehem Library about accepting credit cards and payments on line. Staff will continue to investigate offering this type of service.

**Old Business** – No Old Business

**New Business** – Appreciation plaques were presented to A. Senese and D. Lynch as retiring Board members.

**The meeting adjourned at 9:35.**

\*T. Weitzmann was contacted by B. Huffman after the Board meeting and he voted in favor of the proposed 2009 budget.