

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, December 16, 2009, at 8:30 a.m. at the Hughes Library of the Eastern Monroe Public Library.

Present: B. Huffman, L. Jenkins, T. Weitzmann, B. Murphy, M. Liberman, L. Kline, J. Morganthau

Absent: B. Brodman

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

Guests:

The meeting was called to order at 8:30 a.m. by T. Weitzmann

TW/LK moved to approve the minutes of the November 17, 2009, meeting, as presented. Carried.

President's Report – T. Weitzmann reported he received correspondence concerning vacancies on the Board. He also noted he has a proposal for the audit for this year at a proposed cost of \$5600.

Treasurer's Report - M. Liberman presented the proposed 2010 budget. He highlighted and explained the State Aid and tax income lines.

He explained that the budget anticipates tax income to be 96% of the certified assessed totals. This is still less than what has been collected in 2009 but the committee wanted to err on the side of caution.

He reminded Board members that State Aid for 2010 is down 20.1%. The State Library Card program took a 100% cut. He explained that some grants that were received in 2009 are not available in 2010. He also pointed out that estimated 2010 operating income is slightly lower than for 2009.

It was explained that the State requires libraries to spend 12% on collections. In the past EMPL has been well above the 12%, but will need to reduce collection expenses to 12% for 2010. This translates to about a \$60,000 reduction in collection expenses.

Professional Services increase is due to IT services. EMPL used to have a full time IT person. This person resigned and will not be replaced. EMPL is currently operating with a part time IT person and an IT team comprised of a number of staff members. EMPL will also hire IT consultants on a contract basis.

2010 County Coordination expenses will be \$40,000 lower than 2009. He explained that EMPL does not "give" money to the Associated Libraries, but reimburses them for expenses from the approved spending plan.

B. Keiser noted we have received approval from the State for the Associated Libraries' spending plan.

M. Liberman explained the increase in building maintenance, in part, is the budgeted figure for carpet cleaning.

The 2010 budget is about \$135,000 less than 2009. He also explained that EMPL will start accepting credit cards in 2010. EMPL will increase non- resident fees, and will increase the cost for a 3 month temporary card.

It was explained that EMPL would like to have a closed circuit TV system with a large screen TV, etc. and market this to groups with a charge. It is hoped the costs for this TV system can be underwritten.

The Reserve Fund currently stands at \$107,000. The Finance Committee recommends that a 1% incentive bonus be given to the staff in 2010. This would cost around \$9,000+ and could be taken out of the Reserve Fund if necessary. This would be a one- time bonus and would not be added to the base salaries. This would be the only increase for staff in 2010.

The Finance Committee recommends the PNC reserve account monies be invested in CD's. Also, a portion of the 2010 State Aid might be invested in short term CD's.

B. Keiser introduced Rachael Moyer and Dorothy Mall who donated our AED. R. Moyer explained the origins of the donation of the AED and explained its simplicity of use.

R. Moyer presented an AED cabinet to the library which was also donated by the Malls.

Dorothy Mall explained how she and her husband like to do what they can for the community they work in even though they live in Dingman's Ferry.

J. Morganthau expressed that the incentive bonus would give the staff a much needed morale boost. Over the next year we may be asking staff to contribute more as additional staff members may leave and not be replaced.

M. Liberman explained that in 2009 the time and one half pay for Sundays was reduced to straight time.

LK/JM moved to approve a one time incentive bonus for staff in 2010 at a cost of approximately \$9000. The money will come from the reserve fund. Carried.

JM/ML moved to pay out the bonus on the first payroll in Feb., 2010. Carried.

TW/JM moved to adopt the 2010 budget as presented. Carried.

JM/LK moved to approve the Treasurer's Report. Carried.

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

Buildings and Equipment – B. Huffman reported the corner of 611 and Chipperfield Drive is being completed. She also reported that the security system needs some work and presented a

proposal from Royal Security. She explained they will donate the equipment, but it will cost the library for labor - \$2176.00.

ML/LK moved to accept the proposal from Royal Security for replacement of the security system. Carried.

B. Huffman reported that EMPL has received a proposal from Landmark for HVAC services. The Building Committee will give R. J. Groner, our current HVAC vendor, the opportunity to talk with the library and review our contract with them before making any decision to switch.

B. Huffman discussed the need for new flooring in the Activity Room. She reported that the doors in the Activity Room have been repaired. She asked if the committee should continue with the project due to the economy. B. Keiser suggested we at least continue with estimates. There are loose floor tiles that could be a hazard. B. Huffman will move forward with estimates for flooring

B. Keiser explained the Friends and/or Foundation may be interested in underwriting the cost of the closed circuit TV system.

Planning – No report

Personnel Committee – L. Jenkins presented 3 Personnel policies – Leave of Absence, Work Week, Staff Conduct. Since Board members did not have them in advance for review, copies will be sent to the Board members via email for action at the January meeting.

Policy – L. Jenkins presented the draft for the Internet Policy. This is the final policy listed on the Website. It was explained that the library Exec Team has reviewed this and sent it back to the committee for final review.

There were some suggested changes. M. Liberman will make some grammatical changes and forward it to the Policy Committee for final tinkering. It will be presented for action at a future meeting.

SMF Taskforce – J. Morganthau reported the Committee met last week to put together some information to give M. Baxter, realtor, with the criteria for future searches for potential property.

A couple of properties have been looked at by the taskforce with no real potential. Committee is at a standstill.

By-laws – A recent scheduled meeting was postponed due to weather. Another meeting is scheduled. J. Morganthau reported that they are almost ready for presentation to the Board. The draft will be sent to the Board for their review before the next meeting.

T. Weitzmann spoke with J. Prevoznik about the revision and noted that J. Prevoznik is in favor of revising the by-laws. It was explained that J. Prevoznik was one of the people responsible for drawing up the current by-laws.

Nominating Committee – L. Jenkins reported that Bernadette Ewen's appointment to the Board has been approved by East Stroudsburg and Stroudsburg. We have not heard from Hamilton yet.

The Board suggested B. Keiser contact Hamilton Twp. and ask for their confirmation explaining that both Stroudsburg & ES have approved her appointment.

There is still a vacancy left by N. Flynn's resignation.

Fundraising – This will be pursued further in 2010.

Director's Report – B. Keiser highlighted her written report. She is cautiously optimistic about the increase in hours at Smf.

Credit cards – B. Keiser explained that PNC Bank will waive a number of the initial charges in setting up the credit card system.

Tech Services people won't be as busy in 2010 because of collection cutbacks. They may be able to have more public service duties.

Old Business – No Old Business

New Business – T. Weitzmann presented the audit letter

JM/LK moved to approve the president to sign the audit letter from Wessleoh once the figures are reviewed to be consistent with the contract figures. Carried.

ML/seconded by the entire board to pass a motion of gratitude to L. Jenkins. Carried.

The meeting adjourned at 10:10.