

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, December 21, 2010, at 8:30 a.m. at the Hughes Library.

Present: T. Weitzmann, L. Kline, M. Liberman, J. Morganthau, P. Gibson, B. Ewen, B. Huffman, J. Field, A. Stevens-Arroyo

Absent:

Staff: B. Keiser, M. Steen, M. Erm

Guests:

The meeting was called to order at 8:38 a.m. by T. Weitzmann

**JM/BE moved to approve the minutes of the November 16, 2010 meeting, as presented. Carried.**

**President's Report** – T. Weitzmann thanked all Board Members for their past year of service. He presented B. Huffman with a plaque acknowledging her two terms of service completed and thanked her for her work with the building committee. Also, B. Keiser announced that 6 books will be plated in her honor.

**Treasurer's Report** – M. Liberman reviewed the 2010 budget and declared it still solvent. County tax revenues were budgeted at 1,184,521.00 for the year, and through November, 1,243,658.10 has been collected. B. Keiser commented on the 1.1 mil real estate tax, and the advantage of continuing commercial development, especially in Pocono Twp.

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

**JM/BH moved to approve the bills as presented. Carried.**

The Finance Committee has had 2 meetings to discuss the 2011 budget. State aid has been cut by 9%, and the possibility exists that it could be 10% across the board, as evidenced by ESU and several school districts. The library may have to dip into the reserve account if state aid experiences further cuts. The 2011 Budget has been set at \$1,803,000.00.

Several aspects of the 2011 Budget were highlighted:

1. An average 3% merit increase for employees determined through staff evaluations by the end of January.
2. Collection development: Adult - \$128,000 and Child - \$30,000 which is at least 12% of the budget as required by the state. The use of county co-ordination funds for databases is allowable toward the 12%.

3. Bequest from Mr. Ioannidis will be invested with possibility of taking 10% to supplement collection development.
4. Bequest from Mrs. Larsen of \$400,000 is invested in money markets with possible \$2,000 interest given yearly to Youth Services for collection development and equipment.
5. County Aid expenses include the full time YA librarian servicing 4 libraries, the Outreach Librarian serving Monroe County Correctional Facility, and adult & children's programming.
6. Staff will approach other electric providers besides PPL to explore possible savings.
7. IT team and dept. heads have been investigating other systems besides SIRSI for possible savings. Have recommended staying with the present system incorporating an upgrade.
8. PNC Commercial loan will be paid off in March of 2011.
9. If all goes according to plan, anticipating a profit of \$4,000 end of 2011.

**JF/LK moved to approve the 2011 Budget as presented. Carried.**

There is a proposal for Weseloh, Carney & Co. LLC to perform EMPL's 2010 audit. This would be their 7<sup>th</sup> consecutive year doing this, and, ideally, the audit should be done by a different agency every 3 years. However, the Administrative Manager, Sue Butler, is retiring in March, and it would facilitate the audit if the same company is used this year.

**JF/JM moved to approve Weseloh doing the audit for 2010. Carried.**

Also, B. Keiser proposed that our line of credit with PNC be closed because we have never used it, and it is costing the library \$500 a year. She will be meeting with PNC after the 1<sup>st</sup> of the year to discuss service fees.

**ML/JF moved to approve the closure of the PNC line of credit. Carried.**

**Buildings and Equipment** – B. Huffman met with B. Keiser to discuss the Library's wish list. The Friends of the Library are proposing to pay for a new people counter, gallery lighting, and painting of a new entrance sign as well as trim around the building. B. Huffman has been in contact with several local companies, and is still waiting to hear from them. The subject of parking lot maintenance, resurfacing and line painting will be continued in the coming year. Also, B. Huffman stressed the importance of maintaining carpets on a yearly basis.

**Publicity & Community Relations** – Nothing to report.

**Policy and Operations** – J. Morganthau is waiting for a folder from Laura Jenkins to facilitate developing board policies.

**Personnel** – L. Kline suggested revising staff evaluation forms for next year. She also reminded the Board that the Director’s evaluation should be completed by January.

**SMF Taskforce** – Nothing to report.

**By Laws** – Nothing to report.

**Nominating Committee** – A new copy of the Board’s by-laws should be sent to the ten municipalities in preparation for selection of a new board member to replace B. Huffman. We are still waiting for a nominee from E.S./Price townships. Also, the Board will need to select a new chairman for the Building Committee and for the Nominating Committee.

**Director’s Report** – Some highlights include:

Staff teams met to evaluate and make recommendations on upgrading the EMPL catalog and circulation system, and consider changes to internet network providers.

There are some building concerns – thermostats at Hughes and out of service heating unit on loading dock.

Notification was received from Commonwealth Libraries of the approval of the use of county coordination aid for next year, and EMPL plans were submitted. Library also received the contract for a \$10,000 state maintenance grant which was signed & returned.

M. Erm & Julie Bonser submitted the first application for e-rate telecommunications discounts which are expected to be effective July, 2011.

There will be a meeting on Jan. 7, 2011 called the Lehigh Valley Regional Library Legislative Breakfast, which will include elected officials from the entire Lehigh Valley as well as Monroe County.

**Old Business** – B. Keiser is waiting for more details from John Prevoznik concerning height restrictions at Monroe Optical. Will be tabled until next meeting.

**New Business** – T. Weitzmann has received a call from Niles Possinger concerning drainage problems in front of the State Store. There are two options involved in solving this problem: one would involve sharing the library’s drainage system, and the other involves constructing an underground retention basement. Both require further investigation on the impact to the library and its overflow system.

**The meeting adjourned at 9:48 on a motion by JF/JM .**