

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, Dec. 20, 2011, at 8:30 a.m. at the Hughes Library.

Present: T. Weitzmann, L. Duponte, M. Liberman, P. Gibson, J. Morgenthau, B. Ewen, J. Field

Absent: A. Stevens-Arroyo

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

Guests:

The meeting was called to order at 8:34 a.m. by T. Weitzmann.

JF/PG moved to approve the minutes of the Nov. 15, 2011 meeting, as presented. Carried.

President's Report – T. Weitzmann received an engagement letter from Weseloh/Carney proposing to do the 2011 audit for \$6,300. M. Liberman had agreed to put the audit out to bid every 3 years. However, the library had hired them for the 2010 audit in light of S. Butler's retirement.

JM/JF moved to approve Weseloh/Carney to do the 2011 audit. Carried.

There are two lingering issues: No development in the Niles Possinger drainage issue, and nothing on the Monroe Optical solar panels.

Treasurer's Report – M. Liberman met with the Finance Committee to review the proposed budget for 2012, which includes a 3% pay increase for employees. That increase was presented to the Personnel Committee to approve recommendation. He stated that there is a financial crunch coming for 2012. The cut in state funding amounts to a loss of \$170,000, and local income is flat with \$113,000 from county millage. Income and expenditures are now equal. There is no spare money going forward. There is concern for the cost of the new heating/cooling units. His solution is to cut expenses and raise money to alleviate the situation. L. Duponte suggested the possibility of charging for use of the community/public rooms. M. Erm has applied for E-rate program which will bring a 70% reduction in telecommunication charges. With health insurance costs rising, M. Erm suggested shared costs between employees and library for medical coverage.

ML/JM moved to approve the 2012 budget with L. Duponte's recommendation for a 2% cost of living raise with possible 1% merit increase to employees who meet or exceed expectations. Carried.

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

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

Buildings and Equipment – J. Field expects to have a bid conference on Jan. 12 at 10:00AM with Strunk/Albert and any contractors with questions. Documents will be issued Jan. 3. Bids are due back by Jan. 30. There will be a bid review meeting Feb. 6 at 2:00PM. Notice to proceed and bid award will be discussed by committee and presented at the Feb. 21 Board Meeting. Completion is expected for April 30. There was a question of whether the bids are covering both options of completing 5 units or 9 units. Also, there was a question of needing additional insurance, and whether that would be provided by the library or the contractor.

Publicity & Community Relations – P. Gibson had nothing new to report.

Policy and Operations – J. Morganthau announced that the Board Policy manual is in order. All board members have received copies of the final version. L. Duponte requested that the final copy be resented before it's voted on at the Jan. board meeting.

Personnel – L. Duponte is finalizing the wording on staff evaluations.

SMF Task Force –

Long Term Planning – A. Stevens-Arroyo was absent from the meeting. L. Duponte suggested reviewing the strategic plan every 3 years. The Board should start the New Year with the revised plan for the January meeting.

Nominating Committee –

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

1. E-mails have been sent to municipalities concerning endorsements for any Board member reappointments.
2. Unique Management, the library's collection agency, reports over 4 to 1 return on investment.
3. As of the middle of November, the Friends' book rental program has resulted in 800 rentals which translates into \$2,400.
4. The library's E-book format called E-Brary has 20,000 titles available with a circulation of over 6,000 so far in 2011.
5. The bookmobile staff will clean the bookmobile the week between Christmas & New Year's.
6. There is an additional grouping of devices for the visually impaired, and training of staff in its use has been scheduled.

Old Business – T. Weitzmann reported that Ken Schuchman called him, and is willing to come down to 1.4 million from 1.5 million on the SMF building. Todd's recommendation is to talk to ESSA about longer terms on a loan.

New Business – J. Field thanked Todd for his years of service to the Board. B. Keiser presented him with a plaque and six books will be plated in his honor. Todd plans to attend the January meeting to help with any transition in to the New Year.

The meeting adjourned at 9:50 am on a motion by JM/LD.