

The regular scheduled monthly meeting of the Board of Trustees of the Eastern Monroe Public Library was held on December 17, 2013 at 8:30 a.m. at the Hughes Library.

Present: William Weitzman, John Field, Stan Miles, Jan Morganthau, Gerard Geiger, Tony Stevens-Arroyo, Carol Pooley

Absent: Phyllis Gibson

Staff: B Keiser, K Rustici, J Bonser, S Campbell

Guests:

The meeting was called to order at 8:33 by J Field.

G Geiger/J Morganthau moved to approve the minutes of the Nov 19, 2013 meeting, as presented and carried.

President's Report – J Field thanked Board members for their committee work and communicating activity by email in anticipation of regular meetings. The permitting process for the new Smithfield location is expected to be complete “any minute” with RGB very anxious to proceed.

Treasurer's Report – J Morganthau reported that the finance committee had met to discuss the 2014 budget and presented the proposed budget as distributed. Because of lower property assessment figures, the proposal is a deficit budget, balanced by anticipated cash on hand at the close of 2013 of at least \$70,000.

C Pooley/S Miles moved to approve the monthly financial report. Carried.

G Geiger/A Stevens-Arroyo moved to approve the bills as presented. Carried.

J Morganthau/C Pooley moved to approve the proposed 2014 operating budget as presented. Carried.

A Stevens-Arroyo and G Geiger suggested that we make a plan to do monthly fund raising to compensate for the budget deficit.

Buildings and Equipment- Bathroom renovations are complete by RGB and were funded directly FRIENDS of EMPL. Staff is still investigating changing tables, benches and replacement hand dryers.

Publicity & Community Relations – A Stevens-Arroyo agreed to write for the Friends quarterly newsletter. B Keiser will link him to editor Robin Trainer.

Policy and Operations –Nothing to report.

Personnel- The personnel committee will meet to discuss the employee raises approved in the 2014 budget.

SMF Task Force –Nothing to report .

Strategic Planning – Alan Burger will be meeting with the board on Friday, January 17, 2014 at 9:30 a.m. at the library to discuss strategic planning.

Nominations Committee

Phyllis Gibson provided a report to summarize the committee's activities. In brief, they took steps to fill the open positions created by the resignations of Lisbet Duponte (Nov. '13) and Jan Morganthau (Jan. '14) and expected to receive names of the new appointees by January 15. They also proposed a slate of officers for 2014: President – John Field; Vice President – Gerry Geiger; Secretary – Phyllis Gibson; Treasurer – Bill Weitzman, which would be voted on at the January '14 meeting.

Going forward, the committee wants to plan further ahead for open positions when possible, give more focus to board composition and encourage committee chairs to add non-board members to their committees

A Stevens-Arroyo has thanked J Bonser for her contribute to the Latino sing-a-long. They had 54 people for the program.

New seating in the children's area finally will arrive in 6-8 weeks.

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

- Hughes hosted a diabetes program on diabetes presented in both English and Spanish arranged by Sanofi Pasteur.
- The annual plan for the user of PA state aid was submitted.
- Staff scheduling was tight due to holidays and folks anxious to avoid losing hours.
- Staff celebrated the holidays with a dinner at Sycamore Grille arranged by Sunshine Committee.
- EMPL was notified about a bequest from the estate of Lucille Shull O'Neil which is expected to generate annual income. The 2013 amount is estimated at \$12,000 which will be deposited in the reserve fund. The administrator of the fund is BNY Mellon and the library shares the income with Pocono Health System, 20/80%

Old Business –Monroe Optical, a business next to the Hughes parking lot on route 611, wants to add solar panels and needs the library's approval. The library needs more

information and the matter was referred to the building committee with the understanding that the owner may be asked to come and speak to the board before we make a decision. The library does not want its view of the building blocked from the road.

New Business – A Stevens-Arroyo suggested that when a board member leaves the board they remain on a committee form at least 1 year so we do not lose their expertise. It was suggested that non Board members be invited to join committees as a means of tapping expertise as well as identifying potential Board members.

The meeting adjourned at 9:38 am on a motion by G Geiger/W Weitzman. Carried.