

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, January 20, 2009, at 8:30 a.m. at the Hughes library.

Present: E. Rydell, L. Jenkins, T. Weitzmann, B. Murphy, M. Liberman, L. Kline, B. Brodman, B. Huffman

Absent: N. Flynn

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

Guests:

The meeting was called to order at 8:33 a.m. by E. Rydell.

E. Rydell welcomed two new Board members, Lisbet Kline, and Bruce Brodman.

E. Rydell asked L. Jenkins, Nominating Committee chair to present the slate of officers for 2009.

The following officers were presented: T. Weitzmann, President; B. Huffman, Vice President; B. Murphy, Secretary, M. Liberman, Treasurer

**ML/BM moved to close nominations and the slate of officers was approved. Carried.**

B. Keiser presented E. Rydell with a plaque in recognition of his years of service to the library.

**BH/BM moved to approve the minutes of the Dec 17, 2008 , meeting, as corrected. Carried.**

#### **President's Report – No report**

**Treasurer's Report** - M. Liberman reported on the 2009 budget regarding the potential tax income. He explained that the budgeted 93% proposed collection may in fact be lower. The library has since received notice that State Aid will be less than originally expected and the Access Library card program reimbursements will be less in 2009. The 2010 budget will probably be significantly lower due to an expected further reduction in State Aid. He reminded Board members there is a need to look at how to increase income and decrease spending.

He noted that if absolutely necessary the library could use reserve funds to meet expenses.

If revenues are higher than expected the first addition would be an additional 1% merit increase to staff as recommended by the Finance Committee.

Balance Sheet – It was noted the **1530** line item is our building fund which is mainly in CD's maturing at different times – ladder effect. He explained a proposal by Smith Barney, that the library reduce the actual money market fund to \$75,000 and the balance be used to purchase additional CD's.

B. Keiser explained that State Aid will be deposited on or around January 21, which is a little later than normal. This shouldn't cause a cash flow problem as there is a balance in the Citizen's payroll account that can be transferred to the operating account to meet expenses.

She reminded Board members that the cost of the surveillance system will be partially underwritten by a grant, but the balance on the system will have to be taken from the Building Fund. The grant is for \$10,000 so the amount to be taken out of the Building Fund should be slightly less than \$5,000.

L. Kline suggested the library look into other investment firms than Smith Barney.

M. Liberman asked the Board's input on continuing to invest in CD's on a ladder basis, and reduce the cash in the Smith Barney account to \$75,000.

After considerable discussion and input it was decided to roll over the maturing CD and to investigate changes to future investments.

M. Liberman reported that the library pays employees on a bi-weekly schedule which normally works out to 26 payrolls per year. In 2009 there would be 27 payrolls. The last time this happened was 12 years ago. An adjustment will be made to manage the payrolls and still keep within the budget.

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

**LK/ML moved to approve the bills as presented. Carried.**

**Buildings and Equipment** – B. Huffman reported the planters donated by the Rotary Club have arrived and will be planted by the garden club in the spring.

She reported that work on the surveillance system has been on-going and will be completed when the ice around the outside of the library has melted allowing Royal Security to use ladders safely in order to install the outside cameras. All interior cameras have been installed.

**Planning** – B. Keiser reported there is ongoing work on the Strategic Plan.

**Personnel Committee** – T. Weitzmann reported there will be a meeting of the Personnel Committee to acquaint new members with the ongoing work of the committee.

**Policy** – L. Jenkins reported the committee is not working on any policies at this time, but will continue to work on and update all policies. Two policies were updated in 2008 and the committee will be determining the priorities for work on additional policies. The committee will also work on preparing a document/policy indicating actions and time lines necessary for the Board as set forth in the by-laws. B. Brodman recommended a policy be written regarding the personal use of computers and personal telephone calls.

**Nominating** – L. Jenkins reported there is still a vacancy on the Board. All appropriate letters have been sent out.

Names of possible candidates were passed on to the County, but there has not been additional action by the Commissioners. B. Brodman is a Commissioners' appointee, but one Commissioners' appointee position is still vacant.

**Director's Report** – B. Keiser reviewed her written report. She introduced two staff members – M. Erm, head of Youth Services and J. Groller, newly appointed Circulation Manager.

B. Huffman asked why circulation is falling off at the Smithfield branch? B. Keiser reported some proposed changes. She also noted that the complex is getting darker as there are fewer shops, etc. which might be discouraging some patrons. It was suggested perhaps a change in hours, making them more consistent, might help.

B. Keiser reported that B. Brodman has offered to look at the e-rate program and hopefully get us involved with it.

**Old Business** – No Old Business

**New Business** – B. Murphy asked about a light at the front sign. B. Keiser noted there is one, but the wiring has been damaged and the estimate for replacement/repair is quite high. B. Murphy suggested approaching the Kiwanis asking for a donation possibly to underwrite the electrical work at the front entrance.

B. Huffman reported there will be recognition publicly for the donation of the planters donated by the Rotary and recognition to the garden club for taking care of them. She suggested that other service organizations might step forward with additional offers.

The Building Committee was asked to prepare a "wish List" and report back to the Board by the March meeting.

**The meeting adjourned at 9:40 on a motion by ML/BB**