

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, January 16, 2007, at 8:30 a.m. at the Hughes library.

Present: E. Rydell, B. Murphy, L. Jenkins, T. Weitzmann, B. Huffman, A. Harmon, D. Lynch

Absent: A. Senese

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

Guests: N. Mayotte, Pocono Record

The meeting was called to order at 8:30 a.m. by E. Rydell.

D. Lynch presented the slate of officers for the 2007 year: E. Rydell, President; B. Huffman, Vice President; A. Harmon, Treasurer; B. Murphy, Secretary.

DL/BM moved to accept the nominations. Carried.

BM/AH moved to approve the minutes of the December 19, meeting, as amended. Carried.

B. Keiser introduced staff members present.

President's Report -E. Rydell acknowledged the loss of Pete Nevins, a real Friend of the library and recognized his contributions to the library and the Friends organization.

He reported he has been in touch with B. Gress in the Commissioner's office regarding the vacancy on the EMPL Board left by F. Cefali. The Commissioners will begin working on a replacement for him.

He noted that Committee appointments will be squared away in the next couple of weeks.

Treasurer's Report - A. Harmon presented the Financial Report.

She noted the tax income ended up well ahead of budget for the year. Fine income was slightly ahead of budget for the year.

She reminded Board members of the need to spend 12.5% of the total expenditures in a budget year.

The total adult collection was slightly under budget

Children's collection development expenses were very close to budget.

B. Keiser explained that we will be trying to use the County Coordination aid for programming in the 2007 budget year.

Total expenses lined up very well with budget.

It was noted that the shifting of the Sloan monies to the S/B capital account was reflected on the Balance Sheet.

BM/DL moved to approve the Treasurer's Report as presented. Carried.

TW/AH moved to approve the bills as presented. Carried.

A. Harmon noted she will be having a finance committee meeting in Feb.

Buildings and Equipment

B. Huffman reported on a visit to PTL to review the buckled carpet. The installer will be coming to take a look at it and make recommendations for repair.

She reported she has been in contact with Jeff Snyder concerning repairs on the main staircase. He was heading off for vacation and will contact her when he returns.

She reported on a quote from Summit Cleaning Service. Need to clarify if the estimate includes the cleaning of all the carpet.

She explained that staff has done a decent job of surface cleaning. Need a real deep cleaning – cobwebs up high, spot cleaning of carpet as well as a complete deep cleaning.

She noted that Summit has offered a discount because the library is a non-profit organization.

This is a non budgeted item so money would be used from the S/B building account.

Personnel Committee

A. Harmon reported the need to do a Director's performance evaluation. She distributed copies of the performance evaluation forms and asked that they be completed and returned to the personnel Committee.

She explained the form has been slightly re-worked and she has added a rating of unsure/unknown. She noted that many Board members are unfamiliar with some of the Director's responsibilities.

Director's Report – B. Keiser presented highlights from her written report.

She reported that over 1000 meetings were held in the building in 2006 – in all rooms. Sometimes 3 or 4 meetings were going on simultaneously.

She explained that some of the statistics were fairly flat over last year because the budget was flat and the library was not able to promote and implement anything new.

She reported on the Sloan funds - \$281,000 was received in 2006 and we received another \$51,000 in 2007. The 2006 monies were transferred to S/B. The 2007 money will also be deposited in S/B as directed by the Board.

She explained that she totaled the internet sessions for 2006 and there were almost 72,000 logins.

The online periodicals have reduced the circulation of magazines which used to circulate heavily because of students doing reports.

736 downloadable audio books

1441 e books.

Some of these items are not counted as part of our circulation statistics but need to be counted as service.

Over 20,000 items were checked out via the self charge machine. This machine was purchased with support from the EMPL Foundation and the Friends.

Old Business

E. Rydell noted the Board needs to make an appointment from the Trustee Board to the Foundation Board. He explained that current appointees are A. Harmon, B. Huffman, E. Rydell as well as B. Keiser library director.

Board members were reminded that the Trustee Institute will be coming up in the spring.

The meeting adjourned at 9:35 on a motion by AH/TW.