

The regular scheduled monthly meeting of the Board of Trustees of the Eastern Monroe Public Library was held on January 21, 2014 at 8:30 a.m. at the Hughes Library.

Present: William Weitzmann, John Field, Stan Miles, Gerard Geiger, Phyllis Gibson, Anthony Stevens-Arroyo, Charles Green, Seamus McGraw

Absent: Carol Pooley

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

Guests: Martha Linne

The meeting was called to order at 8:30 by J Field.

**G Geiger/W Weitzmann moved to approve the minutes of the Dec 17, 2013 meeting, as amended and carried.**

**Public Comment** - John Field introduced EMPL Friends President Martha Linne who explained the function of the Friends organization, their projects and activities, including the book sales fund raising for the library. She explained the FRIENDS' escrow account which is earmarked for bookmobile replacement.

**Election of 2014 Officers**

**G Geiger/W Weitzmann moved to nominate J Field as President and Carried**

**W Weitzmann/S Miles moved to nominate G Geiger as Vice President and Carried**

**W Weitzmann/G Geiger moved to nominate P Gibson as Secretary and Carried**

**P Gibson/A Stevens-Arroyo moved to nominate W Weitzmann as Treasurer and Carried**

J Field thanked P Gibson as chair of the Nominating committee for all the hard work and time they put into getting the new appointees and officers elected.

P Gibson introduced the new appointees:

Charles Green, appointed by Monroe County Commissioners to replace J Morganthau to finish out the term expiring 12/14.

Seamus McGraw appointed by the supervisors of Middle Smithfield and Smithfield townships to replace L Duponte to finish out the term expiring 12/14.

Both appointees are eligible for new term appointments.

C Green is a retired educator and is a long time resident of the county.  
S McGraw is a writer and has been living in the county for 15 years.

**President's Report** – John Field expressed special thanks and best wishes to Jan Morgenthau, for her service to the board as treasurer and as an integral part of the Smithfields relocation decision making. He welcomed two appointees to the board: Charles Green and Seamus McGraw.

J Field reported that the Smithfield's' branch relocation project is moving along and that the additional handicapped ramp option is still under consideration. During the Personnel Committee meeting it was noted that the employees enjoy coming to work at EMPL! In addition, the consultant made some favorable comments about the programs and the environment. This would seem to be a compliment to Barbara Keiser as our Director--well done!

**Treasurer's Report** –W Weitzmann thanked J Morgenthau for her services and a job well done. W Weitzmann reviewed the year end financials and explained where we stand at the end of the year.

**P Gibson/Stan Miles moved to approve the Treasurer's Report and carried.**

**Stan Miles/P Gibson moved to approve the bills as presented and carried.**

The finance committee meeting with our advisor K Yurko and went over the portfolio. Most of our funds are in short term CD's to meet the library's needs with getting the most interest as possible. W Weitzmann will be meeting with K Yurko again to fine tune our investments as well as get the fee structure explained.

### **Committee Reports**

**Buildings and Equipment** - There is a storm grate disintegrating and needs to be repaired as a priority.

**Publicity & Community Relations** –A Stevens-Arroyo has prepared an outline for the Friends quarterly news letter

**Policy and Operations** –nothing to report

**Personnel**- G Geiger recommends raises for the performance of deserving employees, and acknowledged that fundraising will be necessary for the upcoming year. Starting salaries need to be looked at and adjusted.

**C Green/S McGraw moved to give a maximum of 3.5% increase in salary and carried.**

**SMF Task Force –Nothing to report**

**Strategic Planning** – several board members met with Alan Burger who was very informative. His consulting cost will range is \$20-\$25,000 to complete the process and hire him. It was very informative to hear about what other libraries were doing and what is possible. We have two other candidates who have expressed an interest in providing services to us. There is the Ivy group, which would like to set up a phone conference with us. Additionally there is another group from the D.C. area that would be willing to meet with us when they are in the area. Alan said he would be providing us with some options with costs. G Geiger will try to schedule appointments to meet with other planners to compare services.

A Steven-Arroyo/G Geiger will look at salary structure with strategic planning and fund raising as well as grant requests will be included.

P Gibson recommended asking non-board members to serve on committees to use their expertise and identify potential new Board members

**Director's Report – Highlights from B. Keiser's report:** For the new Smithfields branch, is moving along nicely for 2014, county coordination funds will focus on shared e-resources and programming. A return to one book, one county programming is under serious consideration. At this writing, we are still waiting for the PA state aid to be transferred to operating accounts. The deposits have not been this late for many years. Annual use statistics are still being compiled for the state reports due in April. The bookmobile was rested over the last two weeks of the year, but outreach staff caught up on cleanup and collection refreshing. A generous donation of 2014 wall calendars was shared with nursing home users and library staff. Pocono Township branch staff is experimenting with a new book discussion group for older elementary aged children. Thanks to the FRIENDS of EMPL, the public restroom renovations at Hughes are complete. The Bookstore Without Walls was popular with holiday shoppers.

**Old Business** – Monroe optical project of solar panels on their roof has been revisited and need the library's permission. As long as it will not obstruct the view from 611 we will not interfere.

**S Miles/A Stevens-Arroyo moved to authorize our attorney to move ahead the Monroe optical project legalities with our approval of the project.**

**New Business – None.**

B Keiser has thanked the board for all the extra time and effort they have invested in committee work and put into this library.

**The meeting adjourned at 10.00am on a motion by P Gibson/S Miles and carried.**