

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, July 21, 2009, at 8:30 a.m. at the Pocono Township Branch of the Eastern Monroe Public Library.

Present: B. Huffman, L. Jenkins, B. Murphy, B. Brodman, L. Kline, J. Morganthau

Absent: T. Weitzmann, M. Liberman

Staff: S. Butler, B. Keiser, S. Young

Guests: P. Weismeth of Weseloh Carney audit firm

The meeting was called to order at 8:30 a.m. by B. Huffman in T. Weitzmann's absence.

B. Huffman introduced P. Weismeth of Weseloh Carney audit firm. P. Weismeth explained she was one of the people performing the audit and explained that internal controls, policy and procedures are necessary to detect fraud.

She also explained that the audit was more in depth this year than normal. Fraud is a big problem in organizations anymore and auditors are making a big push to detect any lax internal controls that would make fraud possible. She reported that library staff members, B. Keiser and S. Butler have developed very good internal procedures to make sure chances for fraud are minimal.

She explained and reviewed the audit report. She reported that they are able to say the financial statements present fairly the financial position of the library.

She gave credit to the Board for being proactive in budgeting 93% tax collection and working to cut costs for 2010.

The audit will be accepted to forward to the State as required.

**LK/JM moved to approve the minutes of the June 16, 2009, meeting as presented. Carried.**

**President's Report** – No report.

**Treasurer's Report** - J. Morganthau reported in M. Liberman's absence.

She reported the library is ahead of the game with the annual budget. Tax collections are still up for the year.

She also reported that another CD will be maturing soon and will be rolled over.

**BB/BM moved to approve the Treasurer's Report for audit. Carried.**

The Board asked staff to check into obtaining a credit card other than Amex.

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

Buildings and Equipment – B. Huffman reported a survey will be conducted and plans will be provided to be approved by PenDot for the development of the library's property at the corner of 611 and Chipperfield.

Jason Cobb will be repairing the damaged pillar at the Smithfields' branch. He will also be repairing another damaged fence portion around the garden at Hughes.

Mesko Glass has been contacted to repair the Community Room and Activity Room Doors. After these doors are repaired the committee will be looking at the possibility of putting in new tile in the Activity Room and new tile in the elevator.

Library maintenance staff will be painting over the graffiti at the back of the library and will be doing a deep maintenance cleaning of the floors in the bathrooms.

The committee will be checking with Kiwanis about paying for the lighting of the front sign. They will also check with Lombardo & Lipe about lighting the sign from the top rather than ground lighting.

Legal – J. Morganthau will call a meeting of the committee to review the by-laws and look at some other issues.

**Planning** – No report

**Personnel Committee** - L. Kline presented the proposed Time Clock policy. She explained this is a new policy, not a revised one. The library management staff has just recently instituted the use of a time clock. Prior to the time clock, time sheets were used.

**JM/BB moved to accept the Time Clock Policy as presented with the wording changed in two bullet points from “discipline” to “disciplinary action”. Carried.**

The Board asked that the Firearms Policy be sent back to Committee for review.

**Policy** – L. Jenkins presented recommended changes to the Meeting Room Policy. It was noted the policy is fine, but would like to add some clarifying language regarding the use of the Community Room for fund raising events. The Policy Committee recommends making the changes requiring a minimum of 75% of the income from the fund raising be given to the Library.

**BB/BM moved to approve the changes to the Meeting Room Policy fees. Carried.**

**Smithfield Taskforce** – It was recommended the library let the Smithfield Twp. Supervisors know that we are not interested in the proposed site. The lease costs are prohibitive.

The committee reported there is a site that may be workable and should be reviewed. Costs need to be investigated as well as the parking situation. It was suggested the committee should contact the library's architect and they should review the consultant's report. The site is a 7800 sq. ft. unoccupied shell at this time.

The Board felt that since the library is not in a crisis situation for a new Smithfields' branch at this time so the township Supervisors should be notified they should move forward with pursuing other tenants.

Jan Morganthau will chair the Smf Taskforce.

**Nominating Committee** – L. Jenkins noted the Board needs to get a letter together and notify N. Flynn's districts of his resignation.

B. Keiser noted that she mentioned the vacancy to Matt Connell of NH and put it in the Friend's newsletter.

**Director's Report** – B. Keiser introduced S. Young, Branch Manager of PTL. S. Young reported the Summer Reading Program is in full swing and explained the logistics of using the township meeting room. The branch has a Book Club and offers computer classes. She reported she has seen an increase in library usage. Computer use is way up. B. Keiser noted the township helps the library by taking care of the utilities.

**Old Business** – B. Brodman reported he did some personal investigation of the current health insurance plan, Blue Cross versus the proposal by Geisinger. L. Kline reported the committee will be doing additional investigation on the BC versus the Geisinger Plan. B. Keiser explained that our current health contract extends into next year so there is time to review both plans before making any recommendations.

**New Business** – B. Keiser noted the need to look at building upkeep issues at both the Smithfields' branch and Hughes.

B. Brodman asked if it is felt there will be a reduction of State Aid for next year. B. Keiser reported it is still unsure. She explained there might be some cuts but libraries are doing what they can to encourage people to contact their representatives to work to keep the 2010 funding level with this year.

**The meeting adjourned at 10.11.**