

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, July 19, 2011, at 8:30 a.m. at the Hughes Library.

Present: T. Weitzmann, L. Kline, M. Liberman, J.Morganthau, P. Gibson, B. Ewen, J. Field, A. Stevens-Arroyo

Absent:

Staff: B. Keiser, M. Erm, M. Steen

Guests: D. Boyle, P. Weismeth

The meeting was called to order at 8:30 a.m. by T. Weitzmann.

ASA /LK moved to approve the minutes of both the May 17, 2011 meeting and June 21, 2011 meeting, as presented. Carried.

President's Report – T. Weitzmann welcomed D. Boyle & P. Weismeth, auditors from Weseloh Carney & Company, to the meeting. P. Weismeth reported on EMPL's 2010 audit of the financial statements. In her opinion the library is clean.

Treasurer's Report – M. Liberman reported that tax income is down - \$90,000 less than last month, but up \$25,000 for the year. \$175,000 in tax revenue is still due for the year to meet the budgeted amount. B. Keiser commented that the library received \$9,000 for network improvement, which was added to the Hughes Grant. Also, there is an 11% increase in health insurance.

JF/ASA moved to approve the Treasurer's Report. Carried.

JM/BE moved to approve the bills as presented. Carried.

Buildings and Equipment – J. Field reported that the sign in front of Hughes has been painted and completed. Also, there is no change in Smithfield's electrical situation.

The committee had a presentation from Strunk/Albert last week concerning replacement of the heating/air conditioning units on the roof. Determined that 5 units are 29 years old (2 of which are not working), 4 units are 14 years old, and 2 units are 9 years old. Four options for replacement were offered, of which two made the most sense. The first option involves direct replacement with matching units. However, it was determined that there was inadequate ventilation with those. The projected cost of this option is between \$70,000 and \$80,000. The second option would involve replacing the old units with newer replacement units which would have better air ventilation, the same energy source, and would be cheaper to operate. The projected cost of this option is \$241,000.

ML/BE made a motion for Strunk/Albert to prepare a request for bids for Option #1 and Option #2 for 5 units to be replaced in 2011 with the possibility of replacing the remaining 6 units in 2012/ Carried.

Publicity & Community Relations – P. Gibson reported that it is a work in progress. She will meet with M. Erm after the meeting.

Policy and Operations – J. Morgenthau is scheduling a meeting for this committee.

Personnel – L. Kline continues to work on the wording for staff evaluations to be put in the employees' manual.

Long Term Planning – B. Ewen is planning a meeting with this committee to work on the strategic plan.

SMF Taskforce – Nothing to report.

By Laws – Nothing to report.

Nominating Committee – Nothing to report.

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

1. The library has received many memorials for Stan Drahozal.
2. M. Erm has revised the compilation of statistics for the circulation report.
3. Youth services staff visit schools in the area to promote summer reading.
4. R. Ramos is relocating to Ohio, which will leave a full-time staff vacancy.
5. There is a Book Expo July 23 with 26 authors and 3 programs.
6. There is a BookHouse performance on July 29.
7. Language for “non-discrimination” policy to be put in library's brochure.
8. Staff Day is Monday, October 10.
9. Volunteer Luncheon is Sunday, October 2 at the Willow Tree Inn.
10. J. Field congratulated Pocono Art Council on the art gallery and Pocono Garden Club for volunteer landscaping.

Old Business – Nothing to report.

New Business – Nothing to report.

The meeting adjourned at 10:05 on a motion by ASA/ BE .