

Minutes of the Meeting of the Board of Trustees
Eastern Monroe Public Library

The regular scheduled monthly meeting of the Board of Trustees of the Eastern Monroe Public Library was held on July 15, 2014 at the Hughes Library.

Present: John Field, Phyllis Gibson, Charles Green, Stan Miles, Seamus McGraw, Carol Pooley, Anthony M. Stevens-Arroyo, William Weitzmann.

Absent: Gerard Geiger

Staff in attendance: Barbara Keiser, Korey Rustici

Guests:

The meeting was called to order at 8:32 AM by Board President, J Field.

P Gibson/A Stevens-Arroyo moved to accept the minutes of the Jun 17, 2014 meeting, as presented.

President's Report –The Strategic committee met with Allan Burger and is proceeding with a questionnaire/survey. The old Smithfields building lease has been terminated and the first payment of \$10,000.00, as promised, has been received. We broached the subject for tax exempt status on the library portion of the new Smithfields building. The Friends Book Sale was a success and has raised approximately \$29,000.00.

Comments:

Treasurer's Report – The Board Treasurer, William Weitzmann, reviewed the report which had been emailed to Trustees previous to the meeting.

Comments:

J Field accepted the Treasurer's Report.

W Weitzmann/S McGraw moved to approve the bills as presented.
The motion was carried unanimously.

Committee Reports:

Personnel – Whereas the board recognizes that no one has made a greater contribution to the EMPL than Barbara Keiser and whereas as she approaches retirement, the board wishes to honor her for those contributions be it resolved that we award her with a small token of our appreciation in the amount of \$5,000. Be it also resolved that the token may not be returned to the library in any form.

Buildings and Equipment – The Hughes building on the Chipperfield side has been repaired and looks good.

Publicity & Community Relations – A Stevens-Arroyo will put together a power point before he leave the board to encourage donations to library

Policy and Operations – The Acceptable Patron Behavior Policy & the Borrower Responsibilities Policy has been tabled so it can be carefully reviewed. A Stevens-Arroyo has drafted a Policy for Grants received to the library, it will be looked over by an attorney to fine tune the language.

A Stevens-Arroyo/S McGraw moved to accept the Parental Responsibilities Policy as presented. The motion was carried unanimously.

W Weitzmann/P Gibson moved to accept the Youth Services Program Policy as presented. The motion was carried unanimously.

W Weitzmann/P Gibson moved to accept the Materials Recovery Policy as presented. The motion was carried unanimously.

A Stevens-Arroyo/S McGraw moved to accept the Children's Room Policy as presented. The motion was carried unanimously.

W Weitzmann/S McGraw moved to accept the Firearms Policy with additions. The motion was carried unanimously.

Strategic Planning –A questionnaire has been drawn up and is going to be sent out to our Patrons. We need to monitor what our cost will be for that and we should also try to reach non-library users to get a real survey of our community. J Field will bring all concerns to Allan Burger.

Director's Report – *A full copy had been distributed by email previous to the meeting.*

The summer reading programs for all were launched June 9. Activities for children began with a Prince and Princess Party with Belle at Pocono Township and Hughes and a Sing Alone with Ray Owen at Smithfields. The Smithfields programs are at capacity for the room so far. In July the programs from Buck Hill Skytop will feature dance, opera

and musical theater. Other programs concentrate on science and nature themes. Also in July are the programs around the One County, One Book, *The Phantom Tollbooth*

The FRIENDS big annual book sale in June went smoothly. Fewer books were stored this year, and the sale ended a day earlier, but it was as successful as ever. With the help of an Eagle Scout project, the storage trailer is sealed, painted and ready for service. There are additional FRIENDS cultural programs scheduled for fall.

Representatives from Pocono Medical Center displayed and promoted the new health portal, PoconoHealth.org. Sewing Friends of Monroe County and Sew n Sews donated a generous \$650 so a new stove could be purchased for the first floor kitchen.

EMPL staff spent time preparing for the upgrade to the public catalog which will be available shortly. Thanks to the R. Dale and Frances M. Hughes Foundation, we have an additional \$25,000 available to upgrade computer hardware. Some of the new cpu's are in service and others will be ordered so all computers will use windows 7. The network firewall is upgraded and the convenience station for printing and other payments is ordered. We will still add another network printer at Hughes.

Outreach staff took the Bookmobile to Pocono Raceway in June. The Pocono Senior Expo is coming up on July 21. Book Clubs are active at the Pocono Township branch and starting at Smithfields. Administrative staff worked with the auditors from Weseloh Carney to complete that field work. Thanks to the Pocono Garden Club volunteers, we receive many compliments on the planters and gardens at Hughes.

Three staff members attended a meeting at Bethlehem Public Library about library service to those with mental health issues. We also expect to have part of EMPL's staff development day (November 11, 2014) on the topic. Pocono Township branch manager Patti Marra is recovering from a serious fall and with the vacation season well underway, scheduling is sometimes a challenge. Newly posted is the full time position as department head for adult services.

Comments:

Youth Report – *A full copy had been distributed by email previous to the meeting.*

Comments:

Old Business –Nothing to report

New Business –Nothing to report

The meeting adjourned at 10:06 AM on a motion by W Weitzmann/C Green and was carried unanimously.