

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 June 17, 2014 at the Hughes Library.

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

Absent: Carol Pooley

Staff in attendance: Barbara Keiser, Korey Rustici

Guests:

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

J Field accepted the minutes of the May 20, 2014 meeting, as presented.

President's Report –J Field expressed his sympathy for the entire Pooley family for the tragic incident that occurred. The FRIENDS Book sale went well and although final figures were not available, it was a financial success. The old SMF lease has begun the process of termination. August 23, 2014 the library will hold a “rummage” sale to liquidate some of its donations. Some members of the Board of trustees and some members of the foundation board met to iron out what each board's responsibilities are.

P Gibson went to a meeting with other board members from other libraries. The topic of discussion included what policies libraries should have in place, what are the relationships between the library and their municipalities, and what role does the board par take in the library.

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 add the following to the investment policy:

Any unrestricted and unanticipated monetary donations and bequests for EMPL (MCPL) should satisfy the annually budgeted amount for such donations of the annual operating budget and be deposited into the Operating Fund. Once that amount has been met in the current year, the excess monies shall be deposited into the Reserve Fund. The Finance Committee will hold a donation review in concert with MCPL's budgeting process for the coming year to project any unexpected annual expenses in the coming year, and decide how the excess funds should be shifted into an appropriate segregated account. **The motion was carried unanimously.**

G Geiger/P Gibson moved to approve the bills as presented and carried.

The motion was carried unanimously.

Committee Reports:

Buildings and Equipment – There is a section of the building that needs repair of the stucco. K Rustici has a proposal of \$940.00 from Northeast Masonry.

S Miles/C Green moved to have the repairs done on the outside of the building.

The motion was carried unanimously.

Publicity & Community Relations – none to report

Policy and Operations – none to report

Personnel – none to report

S Miles/C Green moved to go into executive session for personnel matters at 9:45am.

G Geiger/S McGraw moved to get out of executive session at 10:00am.

Strategic Planning – There is a scheduled meeting with A Burger and G Geiger on June 27, 2014 to move forward to the next steps.

Director's Report – The written report will be sent electronically. Highlights include:

- ^ Bookmobile attended the Saturday Fan Fest at Pocono Raceway to promote public library service and the summer reading programs.

- ⤴ The directors of the Associated Libraries of Monroe County met June 10. The agenda included plans for the One County One Book programs on *The Phantom Tollbooth*, database renewals, and digital resources paid with county coordination funds
- ⤴ Staff from the Pocono Health Portal, a project from Pocono Medical Center will preview and promote the portal at the Hughes Library.
- ⤴ The Smithfields branch continues to be busy; the revised hours are working well; regular programming for the summer will be beginning later in June. May circulation was 477 ahead of May, 2013.
- ⤴ The FRIENDS storage trailer project is complete. The Eagle Scout did a very nice job.
- ⤴ Administrative staff was busy gathering information and answering questions from the auditors.
- ⤴ The tax receipts received in May were welcome, indeed!
- ⤴ A check for \$25,000 was received from the R. Dale and Frances M. Hughes Foundation in support of technology upgrades.

Comments:

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

Comments:

Old Business –

New Business –The annual Audit has been started and is almost completed.

The meeting adjourned at 10:25AM on a motion by P Gibson/G Geiger and was carried unanimously.