

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, March 15, 2011, at 8:30 a.m. at the Hughes Library.

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

Absent: J. Morganthau

Staff: B. Keiser, M. Steen, J. Bonser

Guests:

The meeting was called to order at 8:38 a.m. by T. Weitzmann.

There were two corrections to the minutes of the Feb. 15, 2011 meeting:

The painter doing the work at PTL is Robert E. Ivkovich. His bid (approved at the Feb. meeting) was \$2,600.

A letter of support will be sent to Pocono Community Access Television.

**JF/LK moved to approve the minutes of the February 15, 2011 meeting, as presented. Carried.**

**President's Report** – T. Weitzmann distributed copies of the 2011 standing committees and ad hoc committees to the board members.

**Treasurer's Report** – M. Liberman reported that the February budget showed no money from the municipalities. However, it showed both a donation from EMPL Foundation for \$16,000 and the Ioannides bequest for \$20,000. There is a \$7,000 difference due to a cut in state funding. The library is currently operating in the black.

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

**TW/BE moved to approve the bills as presented. Carried.**

**Buildings and Equipment** – B. Huffman has two proposals for painting projects for Hughes. C. Whitmore has given the library an estimate of \$1,400 to repaint the road sign. Also, there is a proposal from Frantz to paint the exterior of the building, including the green stripe. Exterior: One coat - \$3,350 & second coat - \$2,200. Green stripe: One coat - \$1,500 & second coat - \$950.00. The library has a bid from R.J. Groner to replace the heating units on the roof. Schoonover is currently seeking another bid. The Board will take action in April on all bids.

**Publicity & Community Relations** – EMPL is in possession of a volume of a book referred to as the Herculaneum, donated many years ago by Don & Shirley Young. Mrs. Young would like the library to possibly sell the book to benefit the library. B. Keiser will contact Swann Gallery in NY, who specialize in book auctions. The book would be put on display in the library in connection with a PBS program.

**Policy and Operations** – Nothing to report.

**Personnel** – The Personnel committee is working on the job description for Assistant Director, and updating the organizational chart. The personnel manual would then reflect procedures for reporting to supervisors.

**SMF Taskforce** – The Durham Trading Co. building is currently on the market. B. Keiser has visited the location, and has forwarded information to J. Morganthau. The building consists of 10,000 sq. ft. on two floors, which would be more than the library can take on right now. B. Keiser would like to meet with John Siptroth to discuss the exact location of the Marshalls Creek bypass.

**By Laws** – Nothing to report.

**Nominating Committee** – EMPL needs to get a letter out to East Stroudsburg council to request nomination of a new board member. Also, copies of new by-laws should be sent to each of the municipalities.

**Director's Report** – Some highlights from B. Keiser's report:

Denise Burton-Daniels was appointed as full time outreach librarian. She is investigating ways to broaden the bookmobile's impact in the community.

Sue Butler retired March 10 after 25 years service to EMPL. Mary Stewart Erm will assume her administrative management & human resources duties as Assistant Director. Julie Bonser was promoted to Youth Services Dept. Head to replace Mary Erm. She is working hard to finalize summer reading programs.

The library is making plans for the Civil War Road Show scheduled for June, 2011.

Also, there are preliminary plans for a second Monroe County Book Expo in July.

Staff continues to work on the annual reports for 2010 for Commonwealth Libraries – a requirement for state aid.

PeneTeleData is currently working on a project to divide public network connections from staff connections, which will require new wiring.

**Old Business** – Niles Possinger and the draining problem is still pending.

**New Business** – The Building committee will meet to discuss replacement of the heating unit. T. Weitzmann feels EMPL's firearm policy needs to be revisited. B. Ewen and P. Gibson will meet after the Board adjourns to share long term planning ideas with B. Keiser. A. Stevens-Arroyo would like to contribute to the strategic plan to incorporate ideas put out by the Pocono Record concerning new minority percentages in Monroe County.

**The meeting adjourned at 9:30 on a motion by AS-A/JF.**