

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, May 15, 2007, at 8:30 a.m. at the Hughes library.

Present; E. Rydell, B. Murphy, B. Huffman, A. Senese, A. Harmon, L. Jenkins, D. Lynch, T. Weitzmann

Absent:

Staff: B. Keiser, S. Butler, M. Erm

Guests:

The meeting was called to order at 8:36 a.m. by E. Rydell.

**AS/TW moved to approve the minutes of the April 17, meeting as presented. Carried.**

**President's Report** – E. Rydell noted the Commissioners have not yet made an appointment to the Board to fill the vacancy left by A. Weingartner. The Board has offered a name to the Commissioners for consideration.

Board members were reminded they can move forward with filling the vacancy if nothing is done by the appointing body within 90 days.

**Treasurer's Report** - A. Harmon reported on the financials. Nothing unusual was noted. Tax revenues are coming in well.

It was noted the county is not sending municipal breakdowns with the tax checks the very often, therefore it is not possible to credit the specific municipality with the tax revenues.

It was noted that Personnel costs are slightly under budget due to two full time vacancies.

There was some question about circulation being down. There are a number of possible reasons, most significantly the availability of online resources.

**BM/DL moved to approve the financials for audit. Carried.**

**TW/BM Moved to approve the bills as presented. Carried.**

A. Harmon reported she would be putting together an RFP to be sent out to local accounting firms requesting bids for the library's 2008 audit.

B. Keiser explained the need for additional shelving on the second floor and reported the library has two official quotations for the shelving.

She explained she is interested in accepting the quote from J. P. Jay Assoc.. They have supplied the shelving to Western Pocono Community Library and that library is highly satisfied with them. She noted their price is competitive.

**LJ/BM moved to contract with J. P. Jay Assoc. for the additional shelving and end panels needed for the second floor. Carried.**

**Buildings and Equipment** – B. Huffman reported she has been in touch with John Schnaitmann of Flooring America, who will come and pull up a section of the carpet on the main staircase to check damage to the stair welds. He will repair the carpet after assessing the damage.

**Policy** – L. Jenkins reported the current “no smoking” policy addresses no smoking in the library. She explained she has been gathering some policies from other organizations for review regarding no smoking anywhere on the premises. Some organizations allow smoking on the premises, but do not allow smoking within 25’ of the front door. It is recommended that the Board consider expanding the current “no smoking” policy.

L. Jenkins suggested all policies be reviewed on an annual basis and dated as reviewed or changed.

E. Rydell noted the libraries have again been receiving some good publicity.

**Planning** – A. Senese noted when the Strategic Plan was originally done a consultant was brought in. He asked the Board to consider whether they want/need a consultant for a review and update of the Plan. He explained there are some very good aspects of the Plan, but it seems to have an unusually large number of goals. This should be reviewed. The number of goals should be considered with staff in mind.

He suggested a small committee review the vision and mission statements.

A.Senese will meet with B. Keiser to begin the Strategic Plan process.

B. Murphy reported she attended the Trustee Institute and she highlighted some issues: new Board members should have an orientation and should have an active library card. One aspect that was stressed at the Trustee Institute was that Board creates policy, but does not micro manage.

A. Senese noted it is refreshing to see how this Board operates. They do not micro manage and make an effort to conduct committee business in committee meetings rather than tie up Board meetings for committee business.

**Director’s Report** – B. Keiser highlighted her written report. She distributed some handouts from the all boards meeting.

She reported the library still has two full time vacancies and have recently gotten a few more applications/resumes.

B. Keiser brought an issue to the Board concerning the possibility of using the electronic billboard at the Bartonsville truckstop to promote the library. The board consensus was not to do anything about it at this time.

The June 19, Board meeting will be held at the Pocono Township Branch. The August 21, Board meeting will be held at the Smithfields' Township Branch.

**Old Business -**

**New Business –**

**The meeting adjourned at 9:52**