

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 May 20, 2014 at the Hughes Library.

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

Absent: Stan Miles

Staff in attendance: Barbara Keiser, Korey Rustici

Guests:

The meeting was called to order at 8:30 AM by Board President, J Field.

J Field accepted the minutes of the April 15, 2014 meeting, as presented.

President's Report –Lisbet Duponte, former board President sent her regret that she was unable to attend the grand opening. J Field thanked everyone personally for all the help insuring that the event the Grand Opening went without a hitch. Even the weather cooperated. Pocono township branch is doing well and may need to be looked at for an expansion someday.

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.

G Geiger/P Gibson moved to approve the bills as presented and carried.
The motion was carried unanimously.

W. Weitzmann/P. Gibson moved to accept the proposal from the finance committee as follows:

1) Bring the Reserve Fund up to \$300,000 from its present \$151,082.44. This would take the place of the Building Fund, and the library would pay physical plant upgrades from this account. A withdrawal of approximately \$149,000 would be made from the Building Fund.

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2) Withdraw approximately \$125,000 from the Building Fund from its present \$478,077.48, leaving approximately \$150,000 to \$200,000 for physical plant, strategic planning and future potential funding of year 6 at the Smithfield location, or use the money to fund a relocation of the branch.

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3) Deposit the Building Fund withdrawal, \$125,000, into the new Development Fund.

A Steven-Arroyo amended the motion to specify that no tax funds will be included in the fund, with the concurrence of W. Weitzmann and P. Gibson.

The motion carried unanimously.

W. Weitzmann/A. Stevens-Arroyo moved that any unused funds meant for the purchase of furniture and equipment for the Smithfields Branch be deposited in the "Development Fund: at the discretion of the Director.

The motion was carried unanimously.

Comments:

Finance committee will meet to decide where & how future, unrestricted donations will be invested.

The foundation Board and the finance committee will meet on June 3rd, 2014 to have a better understanding on the rolls each Board plays for the library.

Comments:

Committee Reports:

Buildings and Equipment – Changing tables for the upgraded bathrooms will be installed in the next few weeks.

Publicity & Community Relations – A. Stevens-Arroyo expressed the hope that the Smithfield opening publicity would carry forward the positive library image and suggested the local television clips be kept for future use. He thanked Bill Weitzmann for arranging for the Boy Scout color guard and David Coulter as photographer.

Policy and Operations – No report

G. Geiger/W Weitzmann moved to move into executive session at 9:23 am.

A. Stevens-Arroyo/S McGraw moved to end executive session at 9:35am.

Personnel – Nothing to report

Strategic Planning –

G. Geiger/ A. Stevens-Arroyo moved that J. Field sign the contract with Allan Burger and move forward with the process as presented.

The motion was carried unanimously.

Art: J Field presented the first draft of a policy to cover all future visual and fine donations. Staff and the committee will continue to refine it with legal language drawn from other library samples.

Director's Report – *A full copy will be distributed by email after the meeting.*
Smithfields branch has one completed month of expenses and so far it is in line with our budget. Foundation board has met and new members are now able to invest monies. World book night went well with some new distributors. The Book Expo was a hit with 20 authors. Patrons mingled with authors. The District Libraries met and Easton funding will continue to pay for the delivery service among the county libraries as well as the platform fees for the Overdrive ebook collection. Lehigh Valley Chapter meeting is Thursday, May 22, 2014. We have had one professional retirement which leaves open a position to be filled and will be posted soon. A grant request was sent to the Hughes Foundation for computer hardware replacements.

Comments:

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

Comments:

Old Business –Nothing to report

New Business –A grant request was sent to the Rotary Club of Rotary Club of the Stroudsburgs.

The meeting adjourned at 10:00AM on a motion by G Geiger/P Gibson and was carried unanimously.