

The regular scheduled monthly meeting of the Board of Trustees of the Eastern Monroe Public Library was held on May 21, 2013 at 8:30 a.m. at the Hughes Library.

Present: William Weitzman, Lisbet Duponte, John Field, Stan Miles, Jan Morganthau, Gerard Geiger, P Gibson, Tony Stevens-Arroyo

Absent: Carol Pooley

Staff: B Keiser, K Rustici

Guests: None

The meeting was called to order at 8:30 by L Duponte.

J Field/P Gibson moved to approve the minutes of the April 16, 2013 meeting, as presented and carried.

President's Report –L Duponte suggested that board members print their own copies of the monthly packet as needed to avoid wasted paper. It was agreed that only the financials will be available in print at future meetings. All board members were given name badges to wear when they are in any of the EMPL libraries.

Treasurer's Report –J Morganthau/W Weitzman moved to have the Reserve fund and the Ioannidis bequest invested short-term with WSM and carried.

The Zeigler balance will be left liquid until further issues with the Smithfield project is settled

J Field/S Miles moved to approve the Treasurer's Report and carried.

G Geiger/J Morganthau moved to approve the bills as presented and carried.

Buildings and Equipment - J Field presented proposals for new phone system and upgrade our security system. Quotes are being excepted for window cleaning will be addressed in next meeting.

T Stevens-Arroyo/P Gibson moved to approve the upgrade of security system by Royal Security at the quoted price of \$5,000.00 and carried.

T Stevens/S Miles moved to approve new phone system by Varkados Telecom, Inc. at the quoted price of \$7,7752.50 and carried.

Standing Committee Reports:

Publicity & Community Relations –Nothing to report

Policy and Operations –Nothing to report

Personnel- Medical insurance renewal has come due and there were several options to explore. Changes to Personnel Manual needed to be updated for part time employees.

J Field/J Morganthau moved to renew with Blue Cross with an Alternate to the co pays and prescriptions and carried.

J Field/P Gibson moved to approve the changes to the Personnel Manual and carried.

Ad Hoc Committees:

SMF Task Force –Nothing to report

Strategic Planning – Nothing to report

Director's Report – Highlights from B. Keiser's report:

The second quarter of the year brought an unprecedented round of meetings for Board as well as staff. EMPL hosted a reception for World Book Night Givers. Two staff members went with our Radioactive Spring Challenge team to the annual competition in Easton. We expect the site visit and evaluation of EMPL as a Family Place Library to be scheduled for early summer.

EMPL also had proctoring, reference for term paper, consumer and health questions and the final tax push for the deadline. MCCF and Pocono Township branches have book clubs and the Correctional Facility has a writing workshop. All locations have story times for children.

We are pleased to have Elaine, Ackroyd-Kelly, a retired ESU librarian and volunteer with the library project at the Monroe County Historical Association, available as a substitute desk and technical services.

EMPL FRIENDS getting ready for the book sale in early June. The semi permanent storage project is under construction behind the garden. The award winning Pocono Garden Club resumed its commitment to the gardens. Light bulb replacement project is almost complete. New part time maintenance coordinator Roger Tita reorganized the

loading dock and garage. The Music Study Club of the Stroudsburgs installed a new exhibit on the second floor.

Old Business – Nothing to report.

New Business – Phyllis Gibson encouraged application for a Rotary Club of the Stroudsburgs grant which has a deadline of 5/31/2013.

J Field/J Morganthau moved to move into executive session at 9:01am to discuss real estate.

J Field/G Geiger moved to close the executive session at 10:10am.

The meeting adjourned at 10:10am on a motion by G Geiger/J Morganthau and carried.