

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, November 18, 2008, at 8:30 a.m. at the Hughes library.

Present: E. Rydell, T. Weitzmann, B. Murphy, M. Liberman, N. Flynn, A. Senese, D. Lynch

Absent: B. Huffman, L. Jenkins

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

Guests:

The meeting was called to order at 8:30 a.m. by E. Rydell.

TW/BM moved to approve the minutes of the October, meeting as corrected. Carried.

P. Wiesmeth of the Audit Firm Weseloh/Carney presented the audit. She reviewed and explained each page. She pointed out that expenses remained relatively consistent. No major flux from one year to the next. There was an increase in revenues of 4% - increase of expenses of 6%. There were no surprises.

President's Report – E. Rydell reported that he, B. Keiser, and M. Liberman met with the Commissioners last week regarding the request for an increase in tax revenues. He explained that they were not able to request 1/10 of a mil a year over the next 5 years because the present Commissioners could not commit future Commissioners to this type of increase.

B. K. noted the Commissioners will post their official budget on Wed, Nov 19 at 3:00.

Treasurer's Report - M. Liberman reviewed the financials. He pointed out income is \$28,000 below budget ytd. It appears the downturn has hit us already. He expressed concern that we may not meet income budgeted for 2008. He explained there could be a \$150,000 shortfall in next year's budget. The Finance Committee will meet to work on the 2009 budget.

Board members felt it is a bad time for tax increases and were doubtful that in this financial climate the County Commissioners would give the library any tax increase.

A.Senese offered some thoughts for the Board to consider. If we are looking at a shortfall the staff should reduce the budget deficit by \$150,000. He noted he is not in favor of cutting staff salaries. Perhaps staff can come up with a multi-prong approach to the reduction.

M. Liberman explained the Bond Maturity Schedule prepared by Smith Barney and noted approximately \$16,000 in interest on the investments.

The Finance Committee is charged with finding money for the 2009 budget

BM/NF moved to approve the Treasurer's Report. Carried.

DL/TW moved to approve the bills as presented. Carried.

Buildings and Equipment – B. Keiser reported in B. Huffman's absence. The planters for the front of the library have been ordered. The library has received a check for a portion of the cost of the planters and will receive the remainder of the Rotary's donation when the planters are delivered.

Bids for the surveillance camera system were opened November 13. The Committee met and reviewed the bids on Friday, November 14. The bids and recommendation will be presented under new business.

Planning – A. Senese reported the activities portion of the Strategic Plan is being worked on by staff.

Personnel Committee – T. Weitzmann reported the committee met regarding the Director's evaluation. A form will be designed and distributed to staff members for their input and the Director will do a self evaluation.

Nominating Committee – E. Rydell presented to the Board in L. Jenkin's absence. The library has received a letter from Stroud Twp re-appointing B. Murphy for another 3 year term. A letter has not been received as yet from Delaware Water Gap. T. Weitzmann has agreed to serve another 3 year term and we are waiting for a letter from the Commissioners on this re-appointment. A. Senese is unable to serve again. E. Rydell's term is ending and he cannot serve again. Three names, Chris Griffin, Charles Green, Rikki Brodman, have been submitted to the Commissioners as interested parties.

Regarding officers for next year – nominees will be presented at the January meeting. E. Rydell will attend the Jan. meeting, convene the meeting, and present the officer nominees.

Policy – B. Keiser suggested the Board work on a Board Manual (recommended at PaLA)

Director's Report – B. Keiser reviewed her written report. Two major reports are required by the State Library – the Annual Report in April and the Plan for State Aid, in November. The big unknown for 2009 is the Local Effort. State Aid will be the same next year as this year.

M. Erm highlighted some Youth Services projects. She suggested that award winning programs can possibly be parlayed into additional monies – going to organizations, explaining the award winning programs and asking if the organization would like to contribute.

Old Business – E. Rydell asked if we should consider a freeze on spending through year end. A. Senese suggested that with only about 6 weeks left we are only talking about minimal amounts.

New Business – M. Liberman suggested we coordinate “Buy a Book” month in April in conjunction with National Library Week. A list of approximately 500 books the library is planning to buy would be prepared and we would give the public the opportunity to buy the book and have first dibs at borrowing the item.

B. Keiser presented the bid review for the surveillance cameras. The bids ranged from \$14,645 to \$20,520. After reviewing the bids the Building Committee made a recommendation to accept the engineer’s recommendation to award the contract to Royal Security.

The system is expandable and should the need arise in the future additional cameras can be accommodated.

AS/TW moved to approve the engineer’s recommendation to accept the bid from Royal Security at \$14,645 for an internal/external electronic video surveillance system. Carried.

B. K. explained that paperwork has been processed to request payment of the Boscola grant of \$10,000 which is earmarked for the surveillance system and we should receive the check in the next couple of weeks. A. Senese reminded the Board they are agreeing to fund this entire project and there may be a need to use some money from the building fund in order to complete the project.

The meeting adjourned at 9:41.