

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

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

Absent:

Staff: B. Keiser, M. Steen

Guests:

The meeting was called to order at 8:32 a.m. by T. Weitzmann.

ML/PG moved to go into Executive Session. Carried.

JF/BE moved to go out of Executive Session at 9:33. Carried.

JM/ML made a motion to:

- 1. Get an estimate from Schoonover/Vanderhoof within next 2 weeks for completion of SMF building.**
- 2. When numbers are in, charge the SMF Taskforce committee to schedule a meeting that would include J. Prevoznik and any interested Board members to discuss options.**

Carried.

JF/BE moved to approve the minutes of the Oct. 18, 2011 meeting, as presented. Carried.

President's Report – T. Weitzmann had to leave the meeting at 9:00. Nothing to report.

Treasurer's Report – M. Liberman proposed a meeting with the Finance Committee after the tax assessments come out November 17. At this point in time, the library has received 98% of the budgeted tax returns. He said the library needs to be concerned about its financial position. There is some concern about the cost of the new heating & cooling units, and where the revenue will come from. If it has to come from the building fund, that takes away money for the new SMF building.

JM/PG moved to approve the Treasurer's Report. Carried.

JF/JM moved to approve the bills as presented. Carried.

Buildings and Equipment – J. Field met with Strunk/Albert, who are 95% done with the drawings. They will soon finalize bidding specifications. Bids should be in by early December.

Publicity & Community Relations – P. Gibson had nothing additional to report.

Policy and Operations – J. Morganthau still needs to review comments from the Board members on new Board Policy manual.

Personnel – Will schedule meeting before next Board meeting for staff evaluations and proposal for raises.

SMF Task Force –

Long Term Planning – L. Duponte suggested that the strategic plan should be reviewed annually with the entire Board. A copy of the present plan should be sent out to all members for review. B. Ewen and A. Stevens-Arroyo are developing a graph to show priorities.

Nominating Committee –

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

1. B. Keiser received a letter from Lori Cerato concerning the Ionnides estate and a request for authorization to reduce the property to \$70,000.
2. Board members who are up for re-nomination should send Barbara a letter or e-mail to accept 2nd term.
3. Our database subscription, E-Brary, has 6,000 in circulation. That number should be added to the statistics sent to the State.
4. Library has received equipment from the "Get Real" program, which includes assistive materials for the visually impaired.
5. The "First Family" workshop is a 5 week program directed towards children under 3 years of age. Library has received \$5,500 from the State for program.
6. B. Keiser will be attending the Friend's meeting to request a donation from them for new community room chairs, and a possible second self-checkout machine.
7. Library will be applying for 2012 State Aid.
8. B. Keiser attended the Pocono Alliance report to the community.

Old Business – M. Liberman has sent out e-mails to the Board members concerning the annual fund. Each Board member is requested to submit the names & addresses of ten people. The letter promoting the annual fund would include a personal note from the Board member. B. Keiser will help develop wording for the letter.

New Business – Nothing to report.

The meeting adjourned at 10:20 am on a motion by BE/JM.