

The regular scheduled monthly meeting of the Board of Trustees of the Eastern Monroe Public Library was held on November 19, 2013 at 8:30 a.m. at the Hughes Library.

Present: William Weitzman, John Field, Stan Miles, Jan Morganthau, Gerard Geiger, Phyllis Gibson, Tony Stevens-Arroyo, Carol Pooley

Absent: None

Staff: B Keiser, K Rustici

Guests: None

The meeting was called to order at 8:30 by J Field.

G Geiger/W Weitzman moved to accept the resignation of L Duponte, effective immediately, but with regret and carried.

With the resignation of L Duponte who is moving from the area, J Field, Vice President, is acting as president until the 2014 reorganization meeting.

W Weitzman/P Gibson moved to approve the minutes of the Oct 15, 2013 meeting, with the addition of the rationale behind timing and presentation of the Smithfields press release by A Stevens-Arroyo and carried.

President's Report –Thank you to S Campbell for managing the Volunteer Luncheon on Nov 3 at the Sycamore Grille. Pat Reiner, who has organized the annual FRIENDS book sale for several years, received the Elizabeth Kane award. L Duponte received a plaque on a job well done and she will be missed. The “Family Place” event went smoothly and Youth Services staff was presented with the official banner and designation a “Family Place”. L Duponte/J Field met with Bob Brown to follow up on the progress of the new Smithfield branch. B Keiser & her son repacked all the furniture we had stored and have it ready to move it to our new location.

Treasurer's Report –J Morganthau has given her official resignation effective Jan 21, 2014. The effective date is in order to see the Finance Committee through the annual budget preparation and Board through to the 2014 reorganization meeting with a treasurer. Tax income is almost at the budgeted amount for the year.

W Weitzman/G Geiger moved to accept, with understanding and regret, the resignation of J Morganthau and carried

A Stevens-Arroyo/G Geiger moved to approve the Treasurer's Report and Carried.

G Geiger/C Pooley moved to approve the bills as presented and Carried.

Buildings and Equipment – J Field reported: Hughes bathroom renovations are under way.

Publicity & Community Relations – A Stevens-Arroyo reported that the news of our new Smithfield branch had made the front page of the Pocono Record. We will publicize our “Grand Opening”

Policy and Operations –Policy manual will be updated and completed before J Morganthau leaves.

Personnel- We will try to make some recommendations for some staff change on salaries with the budget.

SMF Task Force –Nothing to report

Strategic Planning – G Geiger reported that the shopping for a consultant began and a work session with Alan Burger from librarydevelopment.com will be scheduled.

Art Committee- W Weitzman will set up a meeting to discuss how to proceed & how to catalog and how to organize our inventory.

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

Library use continued strong at all locations with digital use adding 901 transactions for the month. The fall Family Place program series began along with new early evening events for children. Adult services staff proctored 26 exams for a variety of institutions. October brought over 7000 public internet sessions in addition to the wireless usage.

Systems administrator Chen-fang Cheng was busy setting up new computers and moving around others to update staff and public stations as well as catalogs at Hughes. We received donated equipment through Sundance Networks and appreciate the support of the Hughes Foundation for the new server and cpu's.

Old Business – None.

New Business – Planning is needed for Board appointments by Monroe County Commissioners (for J Morganthau) and Smithfield and Middle Smithfield townships (for L Duponte) in addition the the 2014 officer candidates. It was also noted that several member terms expire in 2014, some of which are second terms. A Nominating Committee was appointed as follows: P Gibson, chair, G Geiger, A Stevens-Arroyo.

The meeting adjourned at 9:45 am on a motion by J Morganthau/A Stevens-Arroyo and carried.