

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, November 17, 2009, at 8:30 a.m. at the Hughes Library of the Eastern Monroe Public Library.

Present: L. Jenkins, T. Weitzmann, B. Murphy, M. Liberman, L. Kline, J. Morganthau

Absent: B. Brodman, B. Huffman

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

Guests:

The meeting was called to order at 8:30 a.m. by T. Weitzmann

ML/JM moved to approve the minutes of the October 20, 2009, meeting, with a correction to the spelling of Schuchman. Carried.

President's Report – T. Weitzmann reported that B. Brodman is still in intensive care after undergoing heart surgery.

The EMPL Foundation needs 1 more representative from the Board. There are currently only 3.

Treasurer's Report - M. Liberman reported the library has already received the State Aid for 2010. Tax revenues are at about 98% of certified assessed totals, well over the 93% budgeted.

The Finance Committee will be meeting before the next Board meeting to prepare the 2010 budget for presentation at the December meeting.

There was some discussion about the spending plan for the County Coordination Aid. The Associated Libraries have not finalized the plan. This will be done in the next few weeks.

B. Keiser explained how the cuts in State Aid for 2010 will impact EMPL based on District funding.

She explained that 20% of the EMPL usage is from outside our direct service area.

It was noted that fine income is down.

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

There was discussion on an increase in costs for the bookmobile. It was explained that a new bookmobile would cost upwards of \$200k.

LK/BM moved to approve the bills as presented. Carried.

Buildings and Equipment – B. Keiser reported in B. Huffman's absence. She reported that Walgreens is working on the corners at the intersection of Route 611 and Chipperfield Drive. Landmark, an HVAC company gave a presentation to the committee on assuming our HVAC contract. B. Keiser explained some of our HVAC

equipment has been in use for a number of years and will need to be replaced in the near future. Landmark's costs are not too much higher than the current contract with R. J. Groner. The committee will have some recommendations to the Board regarding this issue at a later date.

The doors in the Community room and the Activity room are being repaired – weather stripping, etc.

B. J. Keiser reported on some security issues – sprinkler and burglar alarm problems. Royal Security maintains the equipment which was put in place by Triple A a number of years ago. Repairs are being done to the present system, but it may be necessary to replace the entire panel at a significant cost.

We had our annual insurance inspection which again says our water pressure is low. The inspector made a couple of suggestions, one of which was to maintain backup data offsite. This will be done.

Building Committee recommends cleaning the carpet on the 2nd floor of the building. An estimate was received from Service Master - \$1,892.

ML/LK moved to approve the request to have the 2nd floor carpeting cleaned using funds out of the operating budget. Carried.

Personnel – The committee has not met recently, but will be meeting to finalize recommendations for the final 3 policies it has been working on.

Policy – L. Jenkins reported the committee will be meeting right after today's Board meeting to review and finalize recommendation to the Board at the December meeting. This is the last policy posted on the library website.

By-laws – J. Morganthau reported the committee is making excellent progress on reviewing/revising the bylaws. The Board will receive the proposed changes for review when they are complete.

Smf taskforce – The committee has notified Michael Baxter Real Estate that the library would not be interested in pursuing the property on 209 that had been under consideration. He asked if he should search for other properties and what the library is looking for and what price range.

The Board felt it would be difficult at this point to come up with a ballpark figure due to all the variables.

A bill was presented from Schoonover/Vanderhoof architectural firm for work in drawing up a sketch for use of the property under consideration.

LJ/BM moved to approve payment of the bill from Schoonover/Vanderhoof out of the Building Fund. The bill amount is \$1865. Carried.

Planning – B. Keiser reported the Strategic Plan is still in the works.

Nominating Committee – L. Jenkins reported there is an interested candidate from the Stroudsburg/East S/Ham district for the vacant Board position. The candidate is a librarian. The Borough of Stroudsburg has been contacted. ES and Hamilton will all be notified of the candidate's interest. There is no candidate at this

time to fill the vacancy left by N. Flynn's resignation. Again it was suggested the vacancy be placed on the library website.

B. Keiser suggested the Board and staff should be more pro-active in the search for a candidate to recommend. She has placed the vacancy information in the Friend's newsletter.

T. Weitzmann explained the responsibilities of an EMPL Foundation Board member. He explained the work of the Foundation Board and the necessary commitments.

As explained there are currently 3 library board members on the Board and there should be 4.

TW/LK moved to appoint J. Morganthau to the EMPL Foundation Board. Carried.

Fundraising - B. Murphy suggested the Board wait until January to discuss a "buy a book" fundraising program for the library. It was suggested that staff could come up with a list of books wanted/needed such as best sellers to cut the wait time on lengthy holds on current fiction.

L. Jenkins explained there is the capability of putting a "wish list" on Amazon, Barnes and Noble, etc.

Director's Report – B. Keiser reviewed her written report. She explained that she attended several meetings at PaLA and felt they were very productive.

She reported that the Library's IT administrator has resigned. Staff will be meeting with an IT consultant – Sundance - and probably contracting with them for IT assistance. We do have a part time IT person for a short period of time to head a team of staff members.

She reported that the Library had to send a letter to one of the groups that meet here regularly regarding unacceptable behavior. The fire alarm was pulled twice while they were using the Community Room by two different children.

B. Keiser reported that we may be increasing the hours at Smf. Circulation has dropped, but we do have staff who could be used more effectively by providing more consistent service hours at the branch. Hopefully this will increase circulation.

Old Business – None

New Business – B. Keiser recommended that we no longer charge \$1.00 per VHS fine (outdated format) and that fines be charged at the same rate as books.

ML/JM moved to reduce the VHS fine from \$1.00 to the same rate as a book. Carried.

TW/LJ moved to go into Executive Session at 9:45 am to discuss a Personnel issue. Carried

The Board came out of Executive Session at 9:55.

LK/JM moved for the Library to support the green card application of Chen-fang Cheng providing there is a written agreement with her that she will arrange for prepayment of any costs before they are incurred. Carried

The meeting adjourned at 10:00