

Minutes of the Meeting of the Board of Trustees
Eastern Monroe Public Library

The regular scheduled monthly meeting of the Board of Trustees of the Eastern Monroe Public Library was held on November 18, 2014 at the Hughes Library.

Present: John Field, Gerard Geiger, Phyllis Gibson, Charles Green, Stan Miles, Seamus McGraw, Carol Pooley, Anthony M. Stevens-Arroyo, William Weitzmann.

Absent:

Staff in attendance: Barbara Keiser, Korey Rustici, Mary Erm, Suzanne Campbell, Julie Bonser

Guests:

The meeting was called to order at 8:30 AM by Board President, J Field.

J Field accepted the minutes of the October 21, 2014 meeting, with changes presented.

President's Report –J Field thanked all board members who worked on committees for all their hard work. Carol Varipapa and Ursula Pooley changed the Hughes second floor display window to feature photography. Some of the books from the Jesse Weiss will be available for sale.

Treasurer's Report – The Board Treasurer, William Weitzmann, reviewed the report which had been emailed to Trustees previous to the meeting.

W Weitzmann noted minor changes in the investment policy involving specific amounts in accounts, and the procedure applied to unanticipated donations. He requested the board approve the revisions to the policy.

C Pooley/P Gibson moved to approve the revised investment policy as presented and carried. The motion was carried unanimously.

J Field accepted the Treasurer's Report.

C Pooley/P Gibson moved to approve the bills as presented and carried.
The motion was carried unanimously.

Committee Reports:

Buildings and Equipment – Schoonover & Vanderhoof Architects, LLC assessed leakage from the high windows at Hughes and are preparing a recommendation. If the project needs to be bid, they will do the RFP. Schnaitman's Flooring America will replace carpeting behind the circulation desk and in an area of the youth services department at Hughes where rather dangerous ripples have developed. Part of the project will be donated.

Publicity & Community Relations – A Stevens-Arroyo reported and presented a special power point show on the history of libraries, how the Eastern Monroe Public Library developed, and the importance the libraries in the community. The program was very well received by board members and will be available to present to community groups in addition to its use as an orientation tool new trustees and other library leaders.

Policy and Operations – None report

Personnel – G Geiger reported that the committee including S Miles and K Rustici met with our insurance broker, Eric Scott, to review the quotes for the upcoming renewal of our medical plan. The committee recommendation is that the same plan be continued.

S McGraw/A Stevens-Arroyo move to continue with the medical plan we currently have in place as presented and carried. The motion was carried unanimously.

The personnel committee presented a change in the part time vacation/sick benefits to be capped at 20 hours per year vacation time and 8 hours sick time per calendar year.

C Green/C Pooley moved to accept the changes to the personnel manual as presented and carried. The motion was carried unanimously

Strategic Planning –Allan Burger met with the staff in two focus group sessions and will work with committee to set the calendar for the rest of the community meetings.

Art – Staff member C Varipapa and Board Representative W Weitzmann are working together to get the art and items organized from the Weiss bequest which are stored in the mezzanine locked cage. A revision of the art inventory is also needed. Some changes at Hughes and Smithfields in the hung works are complete, with more to come.

Nominations – P Gibson reported that the county commissioners and township supervisors have been responsive with some great potential candidates that will have our board very diverse and be ready to for the January 2015 board meeting.

Director’s Report – *A full copy will be distributed by email.* Highlights include: .

- ⤴ Staff day was an entire day this year, with 2 speakers in the morning on special needs with mental illness and autism. The afternoon was review of safety procedures and department meetings.
- ⤴ The non-print collection is expanding in current formats so it is time to retire older resources in obsolete formats such as cassette and VHS.
- ⤴ Circulation head S Campbell has worked very hard to reschedule staff allow for more flexibility and efficiency with branch coverage and peak workflow.

Youth Report – *A full copy had been distributed by email previous to the meeting.*

Comments: P Gibson acknowledged the report reflected the change our library is making to fade out VHS and Audio Cassettes and was reassured the change will include adult material as well.

Old Business –None.

New Business –None.

The meeting adjourned at 10:03AM on a motion by S Miles/P Gibson and was carried unanimously.