

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, October 21, 2008, at 8:30 a.m. at the Hughes library.

Present: E. Rydell, B. Huffman, L. Jenkins, T. Weitzmann, B. Murphy, M. Liberman, N. Flynn, A. Senese

Absent: D. lynch

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

Guests:

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

**BM/TW moved to approve the minutes of the Sept 16, meeting, as presented. Carried.**

**President's Report** – E. Rydell officially thanked the Friends for the new carpeting and the cleaning of the old carpet.

He reported that a letter has been received from the Middle Smithfield Township Supervisors regarding a recommended nominee to fill the vacancy on the EMPL Board. The candidate's name is Lizbet Kline. Her name will be presented to the Smithfield Township Supervisors for their approval.

Circulation manager Rikki Brodman has resigned effective November 15, 2008. A resolution was presented to honor her 25 years of service to the library.

**NF/BH moved to approve the resolution as read. Carried.**

**Personnel Committee** – T. Weitzmann reported the committee had been asked for their recommendation, if any, for a raise for library staff in the 2009 budget. The committee recommended that if funds are available they would like to recognize the hard work of the staff with an overall increase of 2% with an additional 1% merit at the discretion of the management and supervisors.

**Treasurer's Report** - M. Liberman reviewed the preliminary work on the 2009 budget and expressed his concern for a projected shortfall.

He suggested that the Board ask the Commissioners for a tax mill increase of 1/10 of a mill per year for the next 5 years.

Staff recommended possibly closing Sundays in 2009 in order to save money. Another recommendation was to charge for borrowing DVD/videos. It was noted the number of DVDs/Videos borrowed in September was 5000.

It was also suggested that Board members be asked to donate to the library on an annual basis in order to show the Commissioners the Board is making an effort to support the library.

B. Huffman asked if the Board should approach the Friends regarding additional fundraisers on an ongoing basis.

M.Liberman noted that we need an ongoing, long term stream of funds.

E. Rydell reminded the Board that the Foundation is a fundraising organization as well as the Friends.

B. Keiser asked for the Board's support in going to the Commissioners to request an increase in the tax millage.

T. Weitzmann noted that the Board needs to go to the Commissioners as a cohesive group with a well thought out plan to present to them. B. Keiser will contact the Commissioners requesting the library be put on their agenda to discuss additional millage needs.

A. Senese noted the guaranteed stream of funding is critical.

B. Keiser reported that some information is ready to present to the Commissioners regarding increased costs.

B. Keiser made Board members aware of the fact that when State Aid was cut in 2004 the library had a significant reserve fund. Consequently the library wasn't hit as hard as some libraries and didn't have to "beg" for money.

It was determined that the Finance Committee should be the group to take a look at this and work with staff regarding the financial situation.

M. Liberman reported one CD is maturing the end of this month. There is more flexibility now because the government has increased the insurance on monies to \$250,000 rather than \$100,000.

T. Weitzmann suggested the finance committee come to the Board and make a recommendation concerning CD's.

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

**ML/BM moved to approve the bills as presented. Carried.**

A.Senese suggested the library might want to look at freezing the budget through the end of the year in order to save money in a 'fund balance' to carry over to offset the shortfall in 2009.

**Buildings and Equipment** – B. Huffman reported the carpet project has been completed. The planters to be purchased by the Rotary should be done by the next Board meeting. November 13<sup>th</sup> is the date for the bid opening for the surveillance cameras. All bids will be presented to the Board with a comparison analysis for their review

**Nominating Committee** – There are still 2 positions that need to be filled by the Commissioners. Another letter should be sent regarding this situation then if there is no response the board can appoint someone.

**Director's Report** – B. Keiser distributed copies of her written report and highlighted portions.

She asked the Board to take note of the reception being held to honor retiring Circulation Manager, Rikki Brodman.

**Old Business** – B. Keiser reviewed some bookmobile information for the Board - there are 64 monthly stops – 32 different locations, 7 schools, 3 community stops, 18 child care stops, 4 senior living centers. 630 average visitors per month. average about 500 miles per month. 52,000 miles on the bookmobile

**New Business** – E. Rydell presented a request from East Stroudsburg School District regarding a recently purchased piece of property.

**TW/AS moved to approve the request to exonerate the property from taxes as requested by the East Stroudsburg School District. Carried.**

**The meeting adjourned at 9:45.**