

The regular scheduled monthly meeting of the Board of Trustees of the Eastern Monroe Public Library was held on Tuesday, October 16, 2012 at 8:30 a.m. at the Hughes Library.

Present: L. Duponte, J. Field, G. Geiger, P. Gibson, M. Liberman, J. Morganthau, C. Pooley, A.M. Stevens-Arroyo, W. Weitzmann

Absent: none

Staff: B. Keiser, K. Rustici

Guests: K. Yorko, D. Dahan, WSM, LLC

The meeting was called to order at 8:31am by L. Duponte.

Minutes of the September 18, 2012 meeting were reviewed and approved with the addition of quotation marks around the phrase “maternity month” in the director's report as presented. GG/JF. Carried unanimously.

There were no public comments.

David Dahan and Kevin Yorko were introduced and briefed Board Members on their new Financial Consulting firm. It was emphasized that the Library's investments remain with Morgan Stanley Smith Barney unless other action is taken. The Finance Committee will meet also with prospective firms and make a recommendation to the Board.

Treasurer's Report – Presented by JM.

Motion to file financial reports for audit by JF/CP. Carried unanimously.

Motion to accept bills by JF/JM with question on the posting of an electric service payment. Staff will review posting. Carried unanimously.

Buildings and Equipment – JF reported on Committee meeting.

Upon committee recommendation, **JM/PG moved to approve a building fund expense of \$3367. to clean carpets on both floors of Hughes and deep clean and seal the tile work on the first floor of Hughes and in the restrooms. Servicemaster will do the work. Carried unanimously.**

Hunter and Son will be contacted for exterior fixture and bulb replacement.

Still under consideration are the brush in the back of Hughes, the parking lot, and the telephone system at Hughes.

Publicity & Community Relations – ASA -No new report.

Policy and Operations – Some elements of the Board Policy Manual still in the editing stages as per JM.

Personnel – No new report.

Strategic Planning– GG reported. Committee met Oct 5. and an evaluation of the old plan is in progress. Another meeting is scheduled for Nov 30 at 8:30am, Hughes.

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

Snapshot Day at PA Libraries was held Oct 15. EMPL has survey and pictures from all open locations and will submit the report for the statewide website.

The Pocono Garden Club is a winner of the 2012 Community Greening Award for their design and maintenance of the gardens at Hughes. Club members will be accepting the award at a reception in Philadelphia in early November.

The EMPL bookmobile has a new driver, Eric Hadley, and will appear in at least two parades yet this fall, ESU's homecoming and the Veteran's Day parade.

Upcoming are the Volunteer Luncheon on Oct 21 and staff Development Day, Nov 13. The libraries will open at 2pm after staff development meetings. Niles Possinger is recognized as the 2012 Elizabeth Kane Library Service Award winner. Niles has - for many years - assisted with the heavy work of providing trailer storage for FRIENDS book sales and moving shelving. He also served on the building committee during his two terms of Library Board service.

Staff is also bracing for a migration of the email services from a dedicated Outlook server to Google mail.

Old Business –none

New Business

As noted under the finance report, the committee will meet with other advisors make a recommendation to the Board

Members were reminded that nominations for one County Commissioner Board appointment are needed for Michael Liberman's term seat. His second term expires December 31.

The date of the next regular meeting was discussed and it was decided to keep it the Tuesday before Thanksgiving. Board member Carol Pooley and the director will be out of town.

President's Report

JF/JM moved to open an executive session at 9:50 am for the purpose of discussing real estate. Carried unanimously.

At 10:03am, JF/JM moved to close executive session. Carried unanimously.

The meeting adjourned at 10:05 am to be continued at 8:30am on October 23, 2013 on a motion by GG. Second: PG. Carried unanimously.

On October 23, 2012, the continuation of the October 16 regular meeting was convened at 8:43am by L Duponte.

Present: L. Duponte, J. Field, G. Geiger, P. Gibson, M. Liberman, J. Morganthau, C. Pooley, A.M. Stevens-Arroyo, W. Weitzmann

Absent: none

Staff: B. Keiser, K. Rustici

Guests: John Prevoznik, Esq.

At 8:44am, GG/JM moved to begin an executive session to discuss real estate. Carried unanimously.

At 10:40, GG/JM moved to close executive session. Carried unanimously.

Motion by GG/JF The EMPL Board of Trustees rejects the condominium proposal for a building to relocate the Smithfields Library. Carried unanimously.

Motion by GG/ASA The EMPL Board of Trustees will begin negotiations to purchase a property which includes an unfinished building to relocate the Smithfields branch. Carried unanimously.

Motion by ASA/GG to authorize up to \$10,000 in expenditures to exercise due diligence according to legal advice, on the property under consideration. Carried unanimously.

The following ad hoc committees were established:

Financing: JM, PG, ML
Campus planning: ASA, CP, JF, WW
Operations and Management WW, ASA, JF

GG agreed to assist with negotiations. The need for an appraisal was discussed.

The Board of Trustees will meet at 8:30am on Wednesday, Nov 7, for committee reports.

The meeting adjourned at 10:57am on a motion by GG/JF. Carried unanimously.

Respectfully submitted,

Barbara Keiser, Director
Korey Rustici, Administrative Manager