

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, October 16, 2007, at 8:30 a.m. at the Hughes Library.

Present; E. Rydell, M. Liberman, B. Murphy, A. Senese, B. Huffman, D. Lynch, L. Jenkins, A. Harmon

Absent: T. Weitzmann

Staff; S. Butler, M Erm

Guests;

The meeting was called to order at 8:32 a.m. by E. Rydell.

BM/ML moved to approve the minutes of the Sept. 18, meeting, as presented. Carried.

President's Report – E. Rydell thanked Board members who were able to attend the opening of the PHCA/Activity Room

E. Rydell appointed a nominating committee comprised of L. Jenkins, B. Murphy, and M Lieberman.

Treasurer's Report - A. Harmon reviewed the financials. She noted we are watching tax income closely and hoping to meet or even exceed the budgeted figure.

The total staff expenses are a little below budget. Collection development is right on pace. Finances year to date are very good.

The Balance Sheet was reviewed and it was noted we are ahead of last year

BM/DL moved to approve the financials for audit. Carried.

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

A. Harmon reported on the two meetings of the Finance Committee. The committee talked about the budget and figures should be ready for action at the November or December Board meeting.

The committee also discussed some needs for the library to be funded outside of the operating budget. It will be proposed that county funds be used to make the Cultural Diversity Library Assistant a full time position with additional duties and responsibilities.

The 2008 budget will need to be approved at either the November or December Board meeting.

AS recommended the Strategic Plan costs be considered in preparing the budget.

A Wish List will be prepared by B. Keiser for presentation to the EMPL Foundation and/or the Friends for the 2008 budget.

The management letter from the auditors suggested the money held by the EMPL Foundation from the library should be held in a separate account. A. Harmon reported that J. Wright, president of the

Foundation Board suggested it was a legal issue and should not necessarily be addressed by the auditors. There are differing opinions on this issue and the Board will need to address the issue.

A. Senese suggested the Board should forward the opinion of the auditors to the Foundation asking for a response to the opinion. This issue will be placed on the Foundation agenda for their next meeting. The response from the Foundation will be forwarded to the auditors.

A. Harmon reported the library will be providing bonding of the library officers and the library director.

The requirement of two signatures on all checks was discussed and it was recommended that only one signature be needed on all checks with the exception of the Smith Barney building fund account.

AH/BM moved to approve the recommendation that one signature be needed on all checks except the Smith/Barney building account.

ML/LJ moved to table the motion for action at a future meeting. Carried.

M. Liberman presented the finance committee's recommendation for investment of the money currently held in the Smith Barney account. He distributed copies of a breakdown of money market and CD interest rates. The Finance Committee recommends investing a portion of the money in the Smith Barney account in CD's.

ML/DL moved to invest the Smith/Barney funds in CD's at \$100k in a 3 month returning 4.8%, \$100k in a 6 month cd returning 4.85%, \$50k in a 1 year CD returning 4.85%, and \$50k in a 2year cd returning 4.85% leaving a cushion of cash in the building account. Carried.

AH/BM moved to accept the accounting firm of Weseloh Carney for the library's 2007, 2008, and 2009 audits.

A .Harmon presented information to the Board regarding the reasons for the committee's choice and recommendation. She reviewed some of the other proposals and explained the process.

She presented references for the recommended accounting firm.

Buildings and Equipment – the new roof at Smithfields will be started next week. Gak Construction will be doing the roof at an estimate of about \$6200.

A portion of the fence in front of the library will need to be removed. It is broken, rusted, and dangerous.

Planning – A. Senese will be meeting with B. Keiser and will set a timeline for the Strategic Plan..

Personnel Committee –

Policy – L. Jenkins reviewed the proposed "smoke-free" policy. She noted that all policies will be reviewed for possible updates. She suggested that all policies should be reviewed on an annual basis.

**LJ/BM moved to approve the proposed “smoke-free” policy with some minor revisions.
Carried.**

Director’s Report –

**ML/LJ moved to accept the sculpture offered by Mr. Larry Burnett – a Rodin
reproduction. Carried.**

Old Business -

New Business –

The meeting adjourned at 10:15.