

The regular scheduled monthly meeting of the Board of Trustees of the Eastern Monroe Public Library was held on October 15, 2013 at 8:30 a.m. at the Hughes Library.

Present: William Weitzman, Lisbet Duponte, John Field, Stan Miles, Jan Morganthau, Gerard Geiger, Phyllis Gibson, Tony Stevens-Arroyo, Carol Pooley

Absent:

Staff: B Keiser, K Rustici, J Bonser, S Campbell

Guests: Kevin Yurko & Thomas Byrne, Financial Advisor, WSM

The meeting was called to order at 8:30 by L Duponte.

G Geiger/J Morganthau moved to approve the minutes of the Sep 17, 2013 meeting, as presented with three spelling corrections and the addition to the Director's report that the \$500. donation from the Rotary Club of the Stroudsburgs has been received. Carried.

President's Report – L Duponte announced that the lease is signed for the Smithfield's new branch location. She introduced Kevin Yurko and Thomas Byrne, Financial Advisors from WSM. They gave the Board a detailed update on the Library's four investment accounts placed with the firm: The Reserve Fund, Building Fund, Ziegler Bequest and Ioannidis Fund.

Treasurer's Report –Tax income is \$35,000.00 off the total of estimated tax income; expenses are down for the income received, so the operating budget is in line for the year. Finance committee will meet in November to draft the 2014 budget.

S Miles/P Gibson moved to approve the Treasurer's Report and carried.

J Field/W Weitzman moved to approve the bills as presented and carried.

S Campbell, recently appointed circulation supervisor, introduced herself to the Board of Trustees and invited them to the Volunteer Luncheon at the Sycamore Grille on November 3rd, 2013.

Head of the Youth Services Department J Bosner invited the Board of Trustees to the visit of the Family Place certification team on November 1. The representatives will meet with youth services staff, review the EMPL program and make a presentation to all staff and guests.

President Duponte requested and **C Pooley/J Field moved to take the meeting into executive session for further discussion of real estate at 8:46. Carried.**

J Field/J Morganthau moved to return to regular meeting at 9:04. Carried.

Committee Reports

Buildings and Equipment Korey reported the quote for the bathroom renovations has been accepted and all expenses will be paid directly by the FRIENDS of EMPL. Work should begin within the next couple of weeks.

Publicity & Community Relations – T Stevens-Arroyo prepared a press release for the new Smithfield’s branch library. Timing of the release was discussed as well as a list of questions and responses to expect. L Duponte and staff agreed to be prepared for any follow up required.

Policy and Operations – Korey reported on a change to the Time clock policy that would allow employees to clock in only 7 minutes prior and clock out 7 minutes after their shift has ended.

C Pooley/S Miles moved to approve the time clock policy change as presented and carried.

Strategic Planning –G Geiger reported that the Committee had met and will be looking for a facilitator to help with updating our plan for the future, including such concerns as how continued changes in technology will affect EMPL service and future branch library development.

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

EMPL has received a bequest from Jesse Weiss which included all art work and photos. EMPL was also notified of a bequest from Dr. Bruce Dunlop consisting of “all of my photographs located in the hall of my home for its use and display.”

Library use at all locations remained strong including digital use of eBooks, eMags and databases. The bookmobile had over 100 visitors on Community Day on September 21 at Middle Smithfield Township. The 2014 calendar opened for community room meeting reservations.

The director represented EMPL at the Stroud Regional Greenway coalition reception and conducted a library tour for our ESL students. Another successful bookhouse was held Sep 20.

Evaluation and revisions on the county coordination plan for state aid began. Some activities such as conference attendance will have to be moved to other budget categories, and the libraries are considering additional expenditures for sharable digital collections with that funding. Commonwealth Libraries staff granted an extension to the deadline for the plan so Monroe County libraries could participate more fully in the plan.

In consideration of a staff request for assistance with dealing with additional gifts of art as well as the existing collection, an ad hoc Art Committee was formed to develop policy recommendations, inventory and appraisal of EMPL's paintings and sculpture, current and future. W Weitzmann, A Stevens-Arroyo, C Pooley and G Geiger expressed interest in the new committee.

Old Business – Nothing to report.

New Business – Nothing to report.

L Duponte thanked everyone for the time they invested in helping EMPL move forward to a the new Smithfield's branch to open in the first quarter of 2014.

The meeting adjourned at 9:50 am on a motion by J Field/P Gibson and carried.