

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 October 21, 2014 at the Hughes Library.

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

Absent: Seamus McGraw

Staff in attendance: Barbara Keiser, Korey Rustici, Mary Erm

Guests: Thomas Byrne, from Wealth Strategies Management

The meeting was called to order at 8:32 AM by Board President, J Field.

J Field accepted the minutes of the Sep 16, 2014 meeting, as presented.

President's Report –Volunteer luncheon on October 19 at Peppe's and went well.

Comments: P Gibson complemented and thanked Suzanne Campbell handling the arrangements for the event.

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

Comments: W Weitzmann announced the balance for the build out was paid in full and that there is cost savings to the Ziegler account in the long term by so doing.

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.

Tom Byrne, WSM, reviewed the EMPL investment accounts and explained how the funds are and will be invested.

Committee Reports:

Buildings and Equipment – The window replacement project will cost more than anticipated. We are working on getting a quote to replace the carpeting behind circulation desk and in front of children’s area.

C Pooley/ A Stevens-Arroyo moved to go out for bid for the window project. The motion was carried unanimously. B. Keiser will request John Schoonover to prepare specifications and the project will be advertised.

Publicity & Community Relations – A Stevens-Arroyo promises a power point at the next meeting so a projector will be needed.

Policy and Operations – Nothing to report

Personnel – Will be meeting on Thursday October 23,2014 to discuss director position and some benefit options.

Strategic Planning –We have had a great response to the questionnaire so far. Staff focus group meetings will be 10/29/2014, with two sessions available.

Nominations – Letters are going out to the correct people to replace the four (4) positions that will be available as of 12/31/2014. P Gibson has established personal contact with the municipalities and commissioners who will be appointing positions.

Director’s Report – *A full copy was distributed by email.*

- ⤴ With three quarters of 2014 in the record books, we note circulation of physical items from EMPL service locations already exceeds 300,000 with books still ahead of non-print.
- ⤴ Circulation activity at the expanded Smithfields branch is 42% ahead of 2013.
- ⤴ Hughes Library was without power beginning about noon on Monday, October 13. When it was not restored by 3:30pm as originally estimated, we had to close.
- ⤴ The EMPL Board of Trustees hosted the annual Volunteer Recognition Luncheon on Sunday, October 19 at Peppe's in East Stroudsburg. Circulation department head Suzanne Campbell made all the arrangements and handled the invitations and responses. Gifts were made by staff member Ursula Pooley who has an Etsy shop called *Me Crazy*, and Shelly Balbirsingh-D'Anna made the turtle award gift which was presented to Christa Nebbia. The FRIENDS honored Holly Gravel with the 2014 Elizabeth Kane Award.
- ⤴ The 2015 plan for the County Coordination Aid was signed by all five members of the Associated Libraries and is on its way to Commonwealth Libraries.
- ⤴ To date there are over 1700 responses to the questionnaire for strategic planning. Staff focus group meetings are scheduled for October 29 and department heads are adjusting schedules to enable as much participation as possible.

- ⤴ A temporary staff member, Margaret Kasperek, was hired to help with staffing at the Pocono Township branch. Special thanks to Jan Gantzhorn who assumed extra hours over the summer, circulation staff and Mary Erm who assisted with coverage during the vacancy.

Comments:

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

Comments:

Old Business – President J Field noted Monroe Optical completed their roof project completed, but solar panels are not yet installed.

New Business – none

The meeting adjourned at 9:19 AM on a motion by W Weitzmann/P Gibson and was carried unanimously.