

The regular scheduled monthly meeting of the Board of Trustees of the Eastern Monroe Public Library was held on Tuesday, September 18, 2012 at 8:30 a.m. at the Hughes Library.

**Present:** L. Duponte, J. Field, M. Liberman, J. Morganthau, C. Pooley, A.M. Stevens-Arroyo, W. Weitzmann

**Absent:** G. Geiger, P. Gibson

**Staff:** B. Keiser, M. Erm, J. Bonser,

**Guests:** Susan Gardner, Easton Area District Consultant

The meeting was called to order at 8:30am by L. Duponte. District Consultant Susan Gardner was introduced.

Minutes of the August 21, 2012 meeting reviewed and approved as presented. JM/WW. Carried unanimously.

**President's Report** – Update on Smithfield Project. JF moved to go into executive session at 8:32am for the purpose of discussing real estate issues. Second JM. Out of executive session at 8:55am. JF/JM Carried unanimously.

**Motion:** EMPL Board of Trustees authorizes library director B Keiser to meet with architect Wayne Vanderhoof for additional electrical planning detail for the proposed Smithfields branch including specifications for optional resource saving lighting and plumbing fixtures. Costs of architectural work not to exceed \$5000. as an EMPL expense. JF/ASA Carried unanimously.

**Treasurer's Report** – Presented by JM. Tax income being ahead of budget was noted with relief. B Keiser called the Member's attention to line items reflecting e-rate savings and HVAC project expenses. It is understood that funds may have to be moved from the building fund to cover unusual/unbudgeted electrical repairs and other building expenses in the operating account. JM reported the formation of a new financial advising firm composed of members of the library's former account representatives from MorganStanleySmithBarney. They will be invited to the Oct meeting for a presentation.

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

**Motion** to accept bills by JF/ASA. Carried unanimously.

**Buildings and Equipment** – JF - no report but the committee will meet with staff about some needed expenditures before the end of the year and have a recommendation at the October meeting.

**Publicity & Community Relations** – ASA -No further action pending SMF developments and other programs.

**Policy and Operations** – Board policy manual still in progress as per JM.

**Personnel** – ML presented results of committee meeting held Sep 11 which covered 5 recommendations from Assistant Director Mary Erm. Three changes to the EMPL personnel manual were proposed for Board consideration:

1. Page 3, Work Week, Paragraph one: "an unpaid lunch break of either one half hour or one hour ~~may~~ must be taken during each seven and one half hour day."
2. Page 12, Vacations. Add a rule 3.1 All vacation days to be taken during the last quarter of the calendar year must be arranged by September 15. After discussion the wording was changed to: "All vacation days to be taken during the last quarter of the calendar year must be submitted for approval by October 15."
3. Eliminate the flex time option for full time staff who are not already working under an alternative schedule.

**Motion** to approve the three proposed changes with revised wording of #2. JF/ASA Carried unanimously.

**Strategic Planning**– LD for GG. Committee met and worked on revised mission statement. Another meeting is scheduled for Oct 5 at 8:30am, Hughes.

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

Youth Services Department Head Julie Bonser called the Board's attention to the busy summer season of programming which will continue into fall.

Associated Libraries met Sep 11 with a tour of the new Pocono Mountain Public Library. With state aid flat for 2013, the same plan and budget will be submitted to Commonwealth Libraries for approval by October 1.

Community room reservations for 2013 are now open with groups working around preselected library programming and Friends Book Sale dates. Many groups – great books to motorcycling to dulcimers are reserved.

Adult programs continue with further ESL sessions planned, a Bookhouse program, musician/composer Matthew Fishteyn Fri, Sep 21 and the half day workshop for authors and publishers on Sat Sep 22.

In spite of busy wireless activity there are times when public computers are full, reflecting beginning of academic calendars in force. Machine maintenance is always an issue.

Staff meetings pending are AED training at Barrett Paradise Friendly Library on Oct 10 and Recognizing and Reporting Child Abuse at Easton on Oct 5. There is a new reporting system for Commonwealth Libraries Reports and Applications which will be first used for our application for state aid this year. We understand the state report is reduced from 280 questions to 189 with the new software system.

In consultation with the Board's personnel committee the assistant director position will be advertised again at the Administrative Manager level. Interviewing will begin soon with Mary Erm's last day of October 5 looming. Both Mary and Sue Butler have agreed to be available for training of the new manager. With Feb as staff maternity month and other issues, we are grateful for their continued availability for questions.

**Old Business** –none

**New Business** – Power Libraries Resolution from Commonwealth Libraries presented by B Keiser. Executed Resolution with signature of Board President is due at District Center on Nov 1.

**Motion to approve resolution of agreement CP/JM. Carried unanimously.**

**The meeting adjourned at 9:40 am on a motion by JM. Second: ASA. Carried.**