

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, Sept 16, 2008, at 8:30 a.m. at the Hughes library.

Present: E. Rydell, B. Huffman, T. Weitzmann, B. Murphy, N. Flynn, M. Lieberman, A. Senese, L. Jenkins, D. Lynch

Absent:

Staff: S. Butler, B. Keiser, M. Erm

Guests:

The meeting was called to order at 8:30 a.m. by E. Rydell.

TW/BM moved to approve the minutes of the August 19, 2008, meeting, as presented. Carried.

Treasurer's Report - M. Liberman reported that work has begun on the 2009 budget. He noted that if income stays the same next year as this year, based on some retirement and resignations, there may be enough money to recommend a 2% increase for staff salaries. Staff is planning for increases in utilities. It was suggested the Board think about the possibility of closing Sundays during the summer months. There has been some consideration given to the idea of charging for reserves, interlibrary loans and DVD's. There was also a suggestion that Board members be asked to make a donation to the library as this would show the Commissioners that the Board is making an effort to support the library. It was also suggested a nominal fee be charged for use of the Community Room. There was some discussion about the Board going to the Commissioners to ask for an increase in tax millage over a period of a couple of years.

B. Huffman encouraged the Board to consider a fee for the Community Room. She suggested we need the public to see that money is needed to continue to offer all of the same services. There was also a suggestion to limit bookmobile routes.

L. Jenkins noted the editorials in the Pocono Record about two of the Associated Libraries. She suggested it's time to show the community that these financial times are affecting all libraries.

B. Keiser reported she would have an in-depth bookmobile report for the October meeting.

M. Liberman explained that he is very much in favor of charging a fee for adult DVDs and videos. He explained his thinking was that people can borrow books only at a library, but they can borrow movies from a number of different places. He noted that charging only \$1.00 per movie would generate significant income.

N. Flynn asked if there is currently a fee for Community Room use. B. Keiser explained that the library charges a fee for the for-profit organizations of \$50.00 per hour. All non-profit organization can use the facility free of charge. She also explained that some non-profit groups give the library an annual donation.

A.Senese noted that whenever an organization is asking for money, the question arises “what are we cutting in order to reach a balanced budget.” The library needs a comprehensive plan to do some internal budget cutting.

M .Lliberman reported nothing unusual in the ytd finances.

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

MI/LJ moved to approve the bills as presented. Carried.

B. Keiser brought the Board’s attention to the new line items – namely grants.

M. Liberman also reported that staff was not able to find any fiscal advantage to moving operating monies from PNC to another bank.

Buildings and Equipment – B. Huffman reported the Friend’s are paying for new carpeting for the Community Room and the Board Room. This will be done in October. The carpeted area between the public bathrooms will be replaced. Also, the area on the first floor in front of the elevator will be cut out and replaced where there is a large bleached spot. There will be a number of extra Community Room carpet squares for replacement when needed.

B. Huffman reported on planters for the front of the library. The Rotary Club will be underwriting some or all of the purchase. The Rotary will be able to purchase the planters from a company located below Easton at a reasonable price. They plan to have the Rotary logo on each of the planters.

She also reported that the library has received the bid specs for surveillance cameras from Strunk/Albert Engineering. Approval is needed from the Board for the committee to move forward with this project.

BH/ML moved to permit the building committee to move forward with the surveillance camera project and advertise for bids pending review and recommendation by the library solicitor. Carried.

T. Weitzman recommended that we need the right to be able to negotiate the package with the bidder, add on cameras, remove cameras, etc. Bids cannot be changed, but the package can.

B. Huffman reported that the second floor painting is complete.

Personnel Committee – T. Weitzmann explained the proposed change to the policy concerning retirement and accrued sick time. The policy would be changed to read that an employee retiring after **10** years of service would receive \$10.00 per day up to a maximum of \$900, for each earned, unused sick day. The current policy says **25** years. This policy change is recommended to help discourage abuse of sick time. Administration will also be harder on sick time abusers.

TW/BM moved to accept the change to the personnel manual regarding sick time as recommended by the Personnel Committee. Carried.

L. Jenkins reported there are re-appointment request letters that need to be sent out to the Commissioners and/or municipalities.

Policy – L. Jenkins reviewed the local history Room policy draft and recommended incorporating suggested additions.

LJ/DL moved to accept the revisions to the Local History Room policy and approve it. Carried.

Director's Report – B. Keiser introduced M. Erm, head of Youth Services. M. Erm reported the library has received the art for the "Picturing America" project.

B. Keiser reported the Associated Libraries will be meeting to work on the plan for use of the County Coordination money. The plan is due to the state earlier than the regular state aid plan.

She pointed out the latest circulation stats and reported on some changes in staff - retirements, pages moving on, and resignations.

It was reported that the library was represented at Stroudfest.

The upcoming BookHouse on Sept 26, will be subsidized by a small Arts Council grant.

The Parker family will be recognized at the volunteer luncheon.

The Exec team is working on the goals for the Strategic Plan.

Old Business – B. Murphy encouraged all Board members to make an effort to attend the volunteer luncheon. She distributed information on the scheduled speaker.

Meeting adjourned at 9:40.