

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 September 16, 2014 at the Hughes Library.

**Present:** John Field, Gerard Geiger, Phyllis Gibson, Charles Green, Stan Miles, Seamus McGraw, Carol Pooley, William Weitzmann.

**Absent:** Anthony M. Stevens-Arroyo

**Staff in attendance:** Barbara Keiser, Korey Rustici, Julie Bonser, Mary Erm

**Guests:** Susan Gardner, the district consultant for libraries

The meeting was called to order at 8:30 AM by Board President, J Field.

**G Geiger/P Gibson accepted the minutes of the Aug 19, 2014 meeting, with the changes presented.**

B Keiser introduced and welcomed Susan Gardner. She also welcomed back Mary Erm, Adult Services Department Head.

**President's Report** –Strategic committee had a meeting on Friday, Sept 12<sup>th</sup> and is moving along. Cannot get anyone to bid on our window replacement. J Field has made a suggestion that we need some type of message board. There has been no movement on the tax relief. The Bazaar went well and generated over \$1,000.00 for the library.

*Comments:* C Pooley has suggested we seek advice from an attorney on how to ask for a tax relief on the lease for the Smithfields branch.

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

*Comments:*

**J Field accepted the Treasurer's Report.**

**S McGraw/C Pooley moved to approve the bills as presented and carried.**  
**The motion was carried unanimously.**

The participation of the foundation in paying ½ of the build out has been delayed.

**B Weitzmann/C Pooley moved to approve the pay off of the build out in full from the Ziegler account.**

**The motion was carried unanimously.**

**Committee Reports:**

Buildings and Equipment – We will move out of the area to get quotes for the repairs of the windows.

Publicity & Community Relations – Nothing to report

Policy and Operations – Nothing to report

Personnel – B Keiser has sent out an email with the salary range and description for the new director. So the search will begin for the replacement of B Keiser.

Strategic Planning – Questionnaire has been completed and will be available in October. A gift card for Barnes and Noble and Amazon will be a raffle in the completion of the questionnaire. Scheduling is being worked out to move forward with the plan.

Nominations- P Gibson has reported on the begin of the search for new Board of Trustee members since 4 positions will be expiring at the end 2014, welcoming any and all suggestions.

**Director's Report** – *A full copy had been distributed by email previous to the meeting.* Mary Erm is back as Adult Services Department Head and has already helped with the staffing at the branches. School is back in session and had made us busy again. It is Library Card Sign Up Month. Circ has been encouraging patrons to get a card when they ask for a guest pass. The junior high school has been making sure all 8<sup>th</sup> graders have library cards. The new catalog is up and running and is working well. A plaque needs to be placed in the Smithfields branch to recognize the help that was giving in getting the branch up and running. A sample of the plaque will be sent electronically for approval. The stats show the numbers are up for Smithfields. The associated libraries met with an E-Rate consultant and have hired her to help fill out the forms and get us the best discount for all libraries, since they are big changes happening with the E-Rate program.

***Comments:***

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

J Bonser has reported the summer reading is over, the lock-in was a success even though it was from 5pm until mid-night instead of overnight. She is looking into educational computer stations for child development.

*Comments:*

**Old Business** –The Monroe County Optical project has begun.

**New Business** –Nothing to Report

**The meeting adjourned at 9:30 AM on a motion by P Gibson/C Pooley and was carried unanimously.**