

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, Sept. 20, 2011, at 8:30 a.m. at the Hughes Library.

Present: L. Kline, P. Gibson, B. Ewen, A. Stevens-Arroyo, J. Field

Absent: T. Weitzmann, M. Liberman, J. Morganthau

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

Guests: Susan Gardner (Easton Library)

The meeting was called to order at 8:32 a.m. by L. Kline. .

JF/BE moved to approve the minutes of the August 16, 2011 meeting, as presented. Carried.

President's Report – T. Weitzmann absent. Nothing to report.

Treasurer's Report – M. Liberman absent. B. Keiser, observing the financial reports, said the library is solvent. Tax income is coming in on schedule. As of Aug. 30, we are \$10,000 over budget, which was determined on 100% collection. State aid is all in. Fines & fees income is below budget – a possible cause is e-mail reminders to patrons concerning upcoming due dates. Adult collection is over budget due to an inability to cancel Vault and West Law databases, which were not part of the 2011 budget. Youth Services will receive a boost in collection development due to an allocation from the Larsen Foundation.

JF/AS-A moved to approve the Treasurer's Report. Carried.

PG/AS-A moved to approve the bills as presented. Carried.

Buildings and Equipment – J. Field reported on a proposal from Hunter & Sons Electric to install 2 new circuits with wiring at SMF for a total of \$670. Proposal tabled. Bids for heating/air conditioning units are still in process. An application for a Keystone Grant through State Commonwealth Libraries would match \$50,000 for this project, and is due Sept. 30. We are still waiting for numbers from Strunk/Albert to complete the application.

Publicity & Community Relations – P. Gibson had no formal report. The committee is close to finalizing a plan to get information out to the public about library services. She hopes to have a report next meeting. B. Keiser announced that the Bookmobile is celebrating its 70th Anniversary this year. There will be an ad in the Pocono Record about “Ruby”, a portable assistive reading device for low vision, which will make its debut on the Bookmobile at Grace Park and Westgate.

Policy and Operations – J. Morganthau absent. She has sent out introductory chapters of the proposed Board policy manual to be reviewed by Board members. Some of these chapters refer back to the by-laws and personnel manual for some of its sections. It is not complete yet, and B. Keiser requests a formal approval when it is complete.

Personnel – L. Kline reported that the personnel manual will be complete when new staff evaluation sheets are included.

SMF Task Force – The possibility of purchasing the Smithfield building is being revisited by the committee. **There was a motion to schedule a special meeting on Oct. 11 to discuss the possibility of renewing negotiations for the SMF building.**

AS-A/JF moved to approve the motion. Carried.

Long Term Planning – B. Ewen continues to work on “SWOT” with library staff members. She will schedule a meeting.

Nominating Committee – Nothing to report.

Director’s Report – B. Keiser proposed a motion to approve the wording of the non-discrimination statement for EMPL brochure, website and postings.

JF/AS-A moved to approve the motion. Carried.

Highlights from the Director's Report:

1. OCR (Office of Civil Rights) will conduct 3 sessions with library staff & the Friends on Sept. 29. They have approved our non-discrimination statement.
2. There will be a Sirsi upgrade on Sept. 21. There will be no catalog or circulation access that day.
3. Staff development day is Oct. 10. All libraries will open at 2:00 pm.
4. J. Bonser & B. Keiser will attend the Family Place conference Oct. 17 thru Oct. 20.
5. Volunteer luncheon is Oct. 2. B. Keiser proposed to nominate Fay Cyphers for the Elizabeth Kane award. Board approved.
6. Staff members will be attending the PaLA conference in State College the first week in October.

Old Business – Nothing to report.

New Business – Lisbet Kline has changed her last name to Duponte. Board members continue to discuss the Annual Fund Drive – a joint effort between the Foundation and the Library Board.

The meeting adjourned at 10:10 am on a motion by JF/BE.