

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, March 18, 2008, at 8:30 a.m. at the Hughes Library.

Present: E. Rydell, A. Senese, B. Huffman, D. Lynch A. Harmon, T. Weitzmann, B. Murphy, L. Jenkins

Absent: M. Liberman

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

Guests:

The meeting was called to order at 8:35 a.m. by E. Rydell.

**TW/LJ moved to approve the minutes of the February 19, meeting, as presented. Carried.**

**President's Report** – E. Rydell reported he will be attending at least one day of the Trustee Institute.

**Treasurer's Report** - in the absence of M. Liberman, the financials were reviewed by A. Harmon.

**TW/BM moved to approve the financials for audit. Carried.**

**AH/DL moved to approve the bills as presented. Carried.**

**Buildings and Equipment** – B. Huffman explained that a number of security companies have given us quotes on the installation of security cameras. B. Keiser reported the quotes are on a closed camera system. The lowest estimate is from Royal who is the library's current security company. The quotes range from 4 to 8 exterior cameras and as many as 32 interior cameras. There have been a number of purse snatches and attempted purse snatches in the last couple of months as well as an increase in vandalism and graffiti. B. Keiser suggested the \$10,000 grant from Boscola could be used to fund a portion of the cost for the security cameras.

It was recommended that an RFP be prepared with a suggested turn around bid time of 30 days.

B. Keiser will get an opinion in writing from J. Prevoznik, library solicitor, regarding the Board's obligation with respect to bids and RFP's.

B. Huffman reported that S. Young is investigating having the interior of the Pocono Township branch painted by scouts as an Eagle Scout project.

There was some discussion on the need for a new facility in Smithfield area. It was noted that circulation statistics are down everywhere and there was concern this would affect any justification for building a new facility. B. Keiser explained these are traditional circulation statistics, but noted that electronic use is up and library money is being concentrated on this type of service.

**Planning** – A. Senese reported the first Strategic Plan meeting with the SP Steering Committee was held last Monday. The committee will review the current Strategic Plan to determine what has been accomplished. They will also review the current mission statement. Data will be collected regarding what the library is doing well and what needs to be improved. Both members of the community as well as staff will have input into the needs. Staff will analyze the collected data.

There are posters at all branches, information is on the website, and an ad will be placed in the Pocono Record.

**Personnel Committee** – No report

**Policy** – L. Jenkins reported that two policies are currently being reviewed - the local History Room and Material Selection policies.

**Director's Report** – B. Keiser reviewed her written report. She noted there will be a professional full time position available in Tech Services. A current staff member has tendered her resignation. The library has hired a new part time Library Assistant I who is being trained to work at the correctional facility and on the reference desk.

B. Keiser reported the library has received a bonus check of around \$5.00 from our self serve fax vendor due to the volume of use.

**AS/TW moved to go into Executive Session at 9:12 to discuss a personnel issue. Carried.**

**ER/LJ moved to come out of executive session at 9:42. Carried.**

**The meeting adjourned at 9:43.**