

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, May 17, 2011, at 8:30 a.m. at the Hughes Library.

Present: T. Weitzmann, L. Kline, M. Liberman, J.Morganthau, P. Gibson, B. Ewen, J. Field, A. Stevens-Arroyo

Absent:

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

Guests:

The meeting was called to order at 8:30 a.m. by T. Weitzmann.

LK/PG moved to approve the minutes of the April 19, 2011 meeting, as presented. Carried.

President's Report – T. Weitzmann received a copy of agreement regarding the settlement issue pertaining to the Friends' book sale incident from last year from J. Prevoznik. He still needs answers on a few issues. Action postponed.

Treasurer's Report – M. Liberman reported that tax receipts were very good last month. We are ahead of budget on local municipality taxes. The Larsen fund given to the Foundation for Youth Services has been invested with Cumberland Associates. One quarter invested in bonds yields a minimum annual income of \$14,000. All will be invested by June. The Board will see the six month performance by end of year. Income from the fund will be dispersed in December.

The Ionnides bequest of \$180,000 has been invested in the Morgan Stanley Building Fund money market. The library plans to use \$20,000 annually to supplement acquisitions. M. Liberman would like to pursue some growth investment for the balance.

Some of the building fund is invested in CDs with a two year timeline. Although CDs are paying very low interest right now (2 yr. – 1.1%), the Board doesn't want to risk that money in declining investments.

Last month, the library paid off the mortgage on Hughes. However, as B. Keiser reminded the Board, that extra money was already figured into the budget. There was discussion of the 11% increase in Blue Cross/Blue Shield payments. Also, M. Liberman said the effort to reduce electrical costs was problematic.

T. Weitzmann reported that the status of the Ionnides condominium at LaBar Village remains uncertain because of the condition of the property.

B. Keiser reported changes to the PNC account. The library now has two accounts: a separate money market and a separate checking account. This eliminates extra fees with PNC.

JM/LK moved to approve the Treasurer's Report. Carried.

JF/JM moved to approve the bills as presented. Carried.

Buildings and Equipment – J. Field met with the building committee last week to discuss two issues.

1. The committee reviewed a sign bid from R. Ivkovich for the amount of \$600.00. There is also one bid from Frantz to do the striping and the doors. Will consider getting a second bid from Mr. Ivkovich to do that job.
2. Both N.E. Energy and R.J. Groner made presentations to the building committee concerning replacement of cooling units #2 and #6. N.E. Energy's bid was \$22,100 and R.J. Groner's was \$23,097. Both bids are very close, and involve removing both defective units, delivering and installing the new units, and the use of a crane to accomplish this. However, there is another option out there called the "Smart System". It uses ductless technology, where the units are smaller and are interconnected with sensors. This system would be cost effective in the long term, would improve energy consumption, and could be phased in as other units on the roof need to be replaced. Both companies will give us bids on this system, and the committee plans to investigate this option further.

A S-A/JM moved to approve the sign bid by R. Ivkovich. Carried.

Publicity & Community Relations – P. Gibson would like to promote awareness between the general public and community leaders of all the services offered by the library. She will have a formal report at the June meeting.

Policy and Operations – T. Weitzmann, J. Morganthau and L. Kline are working on developing Board Policy and how to operate. They are using a guide from another non-profit for ideas. They will put together a draft to review next meeting. There is a section addressing Finance Policy, which will be given to M. Liberman.

Personnel – L. Kline has almost completed revisions on the personnel manual. The committee will meet before the next Board meeting to finalize the staff evaluation form.

Long Term Planning – B. Ewen continues to work on questions concerning the strategic plan.

SMF Taskforce – L. Kline is investigating a previous question on our lease agreement, but hasn't heard anything, yet. From what she can tell, we are not obligated to pay any new grounds' maintenance fees according to the lease signed with Marlene Davis.

By Laws – Nothing to report.

Nominating Committee – Nothing to report.

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

1. A patron was stuck in the elevator for a half hour. Otis was 1 ½ hours away, so B. Keiser called 911, who responded quickly.
2. The library is launching multi language sharing this summer.
3. Two new part-time positions have been filled: Virginia Manbeck – librarian for public service and Rebecca Bruneio – youth tech services.
4. The library is changing network systems from Sirsi to an off site catalog system.
5. The Monroe County Garden Club can no longer handle the planters. Pocono Garden Club will take over for them.
6. B. Keiser reminded the Board members of the June 11 meeting of the Lehigh Valley Public Library Region concerning fund raising.
7. The annual report has been approved for the year, with much thanks to Mary Erm.

M. Erm reported that there was an additional \$157,000 in tax revenue. Also, the library received final approval on the E-Rate.

Old Business – There was nothing to report on either the Niles Possinger issue or the solar panels for Monroe Optical.

New Business – T. Weitzmann passed out forms from the State Ethics Commission to all the Board Members to fill out & return concerning Statement of Financial Interests.

The meeting adjourned at 9:25 on a motion by TW/JF .