

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, April 17, 2007, at 8:30 a.m. at the Hughes library.

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

Absent: D. Lynch, B. Murphy

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

Guests: Nell Mayotte, Pocono Record

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

AS/LJ moved to approve the minutes of the March 20, 2007, meeting, as presented. Carried.

President's Report – E. Rydell noted the Commissioners have an interview scheduled with a potential candidate to fill the board vacancy. They hope to make an appointment at their May 2, 2007, meeting.

Treasurer's Report - A. Harmon reviewed the financials. The tax income was discussed and she noted we are running close to budget.

The Board was reminded that the money from the Sloan bequest has all been transferred to the Smith Barney account.

BH/LJ moved to approve the financials for audit. Carried.

AS/LJ Moved to approve the bills as presented. Carried.

A. Harmon reported on the finance committee meeting in April. She noted the goal is to get the Reserve Fund up to about \$200k. She recommended that if there is an income surplus for 2006, the Board should consider moving some to the Reserve Fund. It was noted the Smith Barney account is over \$400k. There was some discussion about moving a portion of these funds into high interest CD's if they can be found. Currently all of the money is in a money fund at Smith Barney paying around 4.9% - a pretty good rate. The general feeling of the Board was to investigate the possibility of a couple of long term CD's, but felt the library should not tie up money in cd's for longer than 1 year.

Property insurance was discussed and noted that coverage has been raised from 2.8 mil to 5.8 mil. The Finance Committee recommends bringing it up to 7.8 mil immediately and investigate going up to the full \$10 mil.

LJ/TW Moved to increase the insurance coverage to 7.8 mil not to exceed an additional \$850.00. Carried.

It was recommended that all Board officers should be bonded.

There was some discussion about changing auditors. It has been the custom in the past for the Board to bid out the audit on a periodic basis. The current auditors, Wesseloh and Company have been doing the audit for the past 5 or 6 years. They will be doing the audit for the 2006 budget year. It was noted that the library has been very happy with this firm.

There was discussion concerning some 2008 budget considerations, one being the need for an Assistant Director. July 1 we should know what our State Aid will be for 2008. It was noted there is a need for keeping technology updated, a new phone system, roof warranty, carpet replacement. Some of these would be line items in the budget, but some might need to be funded from the Building Fund.

E. Rydell charged the personnel committee to investigate and update job descriptions for the Director and Assistant Director in order to review these positions in the budget considerations for 2008.

Buildings and Equipment – The carpet repair at the Pocono Township Branch was completed. Family Carpet did the job gratis.

Craig Bergman repaired the bathroom at the Smithfields' Branch - also gratis

Policy – B. Keiser noted there have been requests for no smoking outside the library or anywhere on the library property.

A. Senese recommended we go through procedures, postings, etc. before putting a "no smoking on property" policy into effect.

Director's Report – B. Keiser asked, M. Erm, head of Youth Services to propose a project to the Board.

M. Erm presented a program to partner with Children and Youth , PoconoHealthy Community Alliance, and . She met with representatives from these organizations. The idea is to integrate their collection into ours, utilizing the library space and shelving they already have. They could move their collection into our facility. The ongoing expense would be about \$1500 per year to keep the collection updated and fresh.

There is still the need for some planning and the logistics need to be reviewed.

The idea was to present the concept to the Board at this stage before any further investigation. If the Board is in agreement with the concept, the investigation will continue.

The consensus of the Board was for continued discussion and to come back to the Board with a written proposal.

B. Keiser noted in terms of the Strategic plan it dovetails quite well.

B. Keiser reported the Systems Administrator position is still vacant.

She reported the official audit is due in to the State by Oct. 1. The report itself is due by the first of May.

B. Keiser presented a formal request by the AAUW to use the library to hold their annual fundraiser – Antiques Road Show. It was noted the library policy states that no fundraisers may be held at the library other than specifically by/for the library. Board members were not in favor of approving any fundraiser and noted we should follow the current policy.

The meeting adjourned at 9:40