

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, August 21, 2007, at 8:30 a.m. at the Smithfields' Branch Library.

Present: E. Rydell, A. Senese, T. Weitzmann, D. Lynch, M. Liberman, B. Huffman, A. Harmon

Absent: L. Jenkins, B. Murphy

Staff: B. Keiser, S. Butler

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

**ML/TW moved to approve the minutes of the July 19, 2007, meeting, as presented. Carried.**

**President's Report** – E. Rydell noted he would be appointing a nominating committee in the fall to recommend a replacement for A. Harmon whose appointment expires 12/31/2007. They will also be asked to present a slate of officers for 2008.

**Treasurer's Report** - A. Harmon, Board Treasurer, reviewed the financials. Tax income is close to budget. Expenses are well within budget. It was explained that the Programming line item is over budget at this point, but some of the expenses will be transferred to the County Coordination expense line for programming. "One County One Book" funds will be moved into automation and programming. Bottom line – net income is well above budget.

Personnel expenses are under budget due in part to the full time position that is still open.

In general all expenses are under budget.

**AS/DL moved to approve the financials for audit. Carried**

B. Keiser explained that expenses shown on the financials to Homeland Security are because we have hired a new Systems person who is not a U.S. citizen and paperwork was needed to approve her legal status to work in the U.S. The checks needed to come from the hiring organization. She (Chen-fang Cheng) has reimbursed the library for these expenses.

B. Huffman noted there may need to be more clarification between the Friends organization and the Foundation with respect to donations.

**TW/ML moved to approve the bills as presented. Carried.**

A. Harmon reported that six (6) RFP's were sent out to audit firms requesting proposals to perform the library's audit for the next 3 years. Three (3) have responded and she is in contact with one other. They were given until the end of August to submit their proposal.

Work on the 2008 budget will begin in September.

**Buildings and Equipment** – B. Huffman has contacted a couple of contractors to give the Board recommendations and estimates for the new roof/roof repair at Smithfields’.

She also reported she is expecting three (3) estimates for repair/replacement of the wrought iron fence at the front of the Hughes building.

Summit Cleaning Service (the company whose bid was accepted to deep clean the Hughes facility) never showed up on the scheduled date. The library has an estimate from a different company, SPW Cleaning Service. This would take us into the \$3000 range. The services would include cleaning the Community Room carpet, clean all windows inside and out, strip and polish the tile floors, heavy, deep cleaning of the library.

B. Huffman reported there will be some pro-bono landscaping work done at Smithfields’.

**BH/TW moved to accept SPW Cleaning Services’ bid to clean the library at a cost of up to \$2500. Carried**

**Personnel Committee –**

**TW/BH moved to go into Executive Session at 9:00 a.m. Carried.**

**BH/TW moved to come out of Executive Session at 9:10 a.m. Carried**

**AS/DL moved for settlement of the PHRC case for the sum of \$5000 conditioned on Board approval of the release, and subsequent signature by the complainant. Carried.**

**Planning** – A. Senese will plan to present a timeline for the necessary steps to be taken in updating the Strategic Plan. B. Keiser noted the Exec Team has come up with a brief “needs assessment”. The Board was asked to submit any names for consideration for the “steering committee” to B. Keiser.

**Policy** – A draft of the proposed “smoke free” policy was distributed to Board members for review. Action on adoption of this policy will take place at the September meeting.

It was also noted that a policy for use of the Local History Room should be developed.

**Director’s Report** – B. Keiser reported that a letter has been written to the Florida attorneys regarding the LeBar estate and the library has heard nothing back from them as yet.

She reported she signed off on the final distribution on the Sloan estate. This will bring the proceeds from this bequest to around \$433k.

The library staff held a retirement party for staff member, Jean Speckhardt who is leaving this week. Jean had over 15 years of service to the library.

The library's new Systems Administrator will be starting in September. Her name is Chen-fang Cheng and she is a graduate of Clarion University.

The new IT office is functioning and the computer servers will be moved into this office in the next couple of weeks.

She also reported that six staff members are continuing their work on their graduate degrees in Library Science (MLS) through a distance learning program.

Board members were reminded of the Volunteer luncheon that will be held on September 16, at the Willow Tree. Board members were encouraged to attend.

**Old Business -**

**New Business –**

**The meeting adjourned at 09:43.**