

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, November 20, 2007, at 8:30 a.m. at the Hughes library.

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

Absent:

Staff: S. Butler, M. Erm,

Guests: J. Wright

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

ML/BM moved to approve the minutes of the October 16, meeting, as presented. Carried.

President's Report – E. Rydell introduced J. Wright, president of the EMPL Foundation, and explained that J. Wright was here to address the issue raised by the auditors that money given to the Foundation by the library for investment purposes should be kept in a separate account.

J. Wright explained that the agreement between the library and the Foundation is a trust agreement not a title agreement. He explained that holding money on a short term basis by the Foundation for the library is not profitable. It was suggested if there is short term need, the money should not be placed in the foundation. He suggested the issue is a legal question not a financial one, and foundation is within the law. A copy of the letter from the foundation will be sent to the auditors.

Treasurer's Report - A. Harmon asked if the Board should consider pulling the money from the Foundation

AH/BM moved that the \$10,000 bequest held by the EMPL Foundation through the trust agreement should be returned to the library. Carried.

A. Harmon reviewed the financials and noted that we should meet tax income budgeted amount.

Staff expenses are down a little due to staff vacancies not filled until the second half of the year.

County Aid expenses are down, but there are still bills coming in from the Associated Libraries.

She noted the library is in financially good shape to get through the end of the year.

Balance Sheet – A. Harmon pointed out that the four CD's are now listed on the Balance Sheet.

TW/DL moved to approve the financials for audit. Carried.

BM/DL moved to approve the bills as presented. Carried.

A. Harmon asked the Board to address the tabled issue of a request for one signature on all checks except the Smith Barney Building Fund account. B. Keiser explained she would feel more comfortable having two signatures on the building fund account.

AH/BM moved that all checks issued by the library require only one signature except checks drawn on the Smith Barney account. Two signatures will be required on S/B account. Effective January, 2008. Carried.

Copies of the proposed 2008 budget were distributed to Board members for review. A. Harmon explained various line items.

There was some discussion about finding funds for annual cleaning, etc. It was explained the 2008 proposed budget does not leave much wiggle room over necessary expenses. Collection is one of the only places there is any flexibility in the budget and the State requires a certain percentage of the overall budget be spent on collection. L. Jenkins suggested a review quarterly to determine the need for projects with the possibility of money for these needs be taken out of the S/B account.

AH/BM moved to approve the proposed budget as presented. Carried.

Buildings and Equipment – B. Huffman reported the fence in the front of the building has been partially removed and the rough edges filed off.

B. Huffman reported she looked at a 4.5 acre parcel of land proposed for review for a potential new Branch facility. There is another parcel worth consideration also.

Planning – The committee is on hold until year end. The Steering committee for the Strategic Plan will be finalized and contacted with a timeline for the project.

Policy – L. Jenkins reported on a meeting the committee held last week. The “smoke free” policy will be posted on the web site and signs will be posted at the front entrance by staff.

A number of policies have been reviewed and two will be addressed immediately – the Local History Room policy and the Material Selection policy.

Nominating committee – L. Jenkins reported that letters will be going out to municipalities requesting a replacement be proposed to fill the Board position that will be vacant at year end due to A. Harmon’s departure and for re-appointment of B. Huffman.

She reported the slate of officers is complete and will be acted on in January.

Director’s Report – B. Keiser distributed copies of a printed report. She reported the library has received a Request for Reconsideration on a video. It was purchased unrated, but it appears to be x-rated and has been pulled from the shelves.

There is a self-service fax machine available for the public. There is no cost to the library financially or in staff time. This is taken care of by a vendor.

The Friends have agreed to fund a free standing book drop that will be placed out front next to the “through the wall” book drop that is already there.

M. Erm reported that work continues on the PHCA/Activity room and it is coming along very well. Staff is working on cataloguing the items. A number of volunteers are providing programs for our children.

Old Business – no old business

New Business – no new business

The meeting adjourned at 9:50