

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, September 18, 2007, at 8:30 a.m. at the Hughes Library.

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

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

Guests: P. Weismeth, D. Boyle - auditors

The meeting was called to order at 8:30 a.m. by E. Rydell.

AS/DL moved to approve the minutes of the August 21, meeting, as presented. Carried.

Audit presentation – P. Weismeth of Weseloh, Carney and Company audit firm presented the completed audit for the 2006 financial year. This was an unqualified opinion.

She presented an overall view of the financials and highlighted some changes from the previous year. She discussed the Sloan estate and the LeBar money that was placed with the Foundation for investment.

She pointed out the Library was in a much better position in 2006 than in 2005.

State revenue increased 3%.

Expenses remained relatively consistent. The main increase in personnel expenses was an increase in insurance costs.

The Sloan Estate was the major activity.

She discussed donated services and noted the costs were minimal and not really recordable.

She explained the long term debt describes the mortgage. \$50,000 to \$60,000 per year is still due on the mortgage.

She reviewed the management comment letter. One suggestion was made for internal control procedures and it was suggested that money transferred to the Foundation for investment purposes should be held in a separate account by the Foundation.

President's Report – E. Rydell thanked B. Murphy and R. Brodman for all their work on the Volunteer luncheon.

B. Keiser noted volunteers save the library about \$32,000 annually.

B. Murphy thanked Board members who attended the luncheon and suggested that Board members make an effort to support the luncheon in the future.

Treasurer's Report - A. Harmon reviewed the financials.

Tax income is slowing down, but it looks like we should meet the budgeted figure.

Photocopy income is down. Investment income is up. Total income looks good.

Total expenses are below budget by a small amount. Figures look good year to date.

Balance Sheet – Building Fund account is slightly higher than the Balance Sheet reflects due to the final settlement amount on the Sloan bequest deposited in early September and not yet shown on the financial statement.

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

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

TW/AS moved to accept the audit as presented. Carried.

Buildings and Equipment – Deep cleaning of the library is currently being done. Community Room carpet was cleaned. Although it helped there are still some stains. It is recommended the carpet in the Community Room be done a minimum of twice a year.

Estimates have been received to repair/replace the fence at the front of the library. The building committee recommends removing the fence and investigating putting planters and/or benches in place of a fence.

The Board consensus was to remove the fence for the winter and continue to investigate alternatives.

Roof estimates to repair the Smithfield Branch roof range from \$6,200 to \$17,000. Three bids have already been received with a possibility of 2 more coming in. The library is looking at a cost in the neighborhood of \$6000.

TW/DL moved to authorize the Building Committee to accept the lowest responsible quote for the repair of the roof on the Smithfield facility. Carried.

M. Erm reported that everything from Pocono Healthy Community Alliance has been moved in and set up in the Children's Activity Room. She explained there will be free access to the materials. When held by PHCA it was "for fee" access.

Personnel Committee – The settlement has been finalized in the Pennsylvania Human Relations Commission case.

Policy – Action will be taken at the October meeting to approve a revised “no smoking” policy. A copy of the policy will be sent to Board members for action at the October meeting.

Planning – A. Senese distributed a list of names recommended for inclusion on the Strategic Plan Steering Committee. He asked D. Lynch to look at the Unity Coalition of the Poconos for inclusion of more minorities on the committee. He will meet with B. Keiser before the next meeting and put together a timeline. B. Keiser noted the current list was basically compiled by the Exec Team.

There was some discussion regarding different areas of the community for inclusion.

Once a timeline is established people can be contacted for participation. With a timeline they will know what their commitment would be.

Director’s Report – B. Keiser reported a letter has been received from J. Wise, attorney for Middle Smithfield Township, recommending locating a new Smithfields’ branch on land in Middle Smithfield Township. The letter will be reviewed and forwarded to the Building Committee for review and recommendations.

B. Keiser gave Board members an update on the bequest from the Sloan Estate noting the final distribution from the estate was received the end of September. The final number on the Sloan estate is in excess of \$433k.

The Associated Libraries is spending more money in 2007 on automation and programs because the Cultural Diversity Library Assistant paid for with County Coordination money has been out on unpaid medical leave and the money has to be spent.

Personnel – The bookmobile clerk/driver is currently out on worker’s comp leave. The new Systems Administrator has started.

Computer Servers are all relocated to a new office. Some public and staff computers have been replaced and/or repaired.

M. Erm and S. Young are working to obtain a grant for PTL in memory of P. Lasecki.

The library has received a grant of \$330 from the Arts Council to help with BookHouse programs this year.

The monthly publication “Book pages” is available at the library and is being distributed to other locations. They are now personalized with Eastern Monroe Public Library and are being funded by the donation from the Friends.

Old Business -

New Business

ML/LJ moved to adopt a resolution to recognize the EMPL Friends organization for their service to the library. Carried.

The meeting adjourned at 09:52.