

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, June 19, 2007, at 8:30 a.m. at the Pocono Township Branch of the Eastern Monroe Public Library.

Present: E. Rydell, B. Murphy, B. Huffman, A. Harmon, M. Liberman, D. Lynch

Absent: T. Weitzmann, A. Senese, L. Jenkins

Staff: B. Keiser, S. Butler, S. Young

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

**President's Report** – E. Rydell welcomed new board member M. Liberman.

B. Keiser introduced S. Young, PTL branch manager.

The Board members were reminded next month's meeting will be at Hughes, but the August meeting will be at the Smithfields' branch.

**AH/BM moved to approve the minutes of the May 15, meeting, as presented. Carried**

**Treasurer's Report** - A. Harmon reviewed the financials. She explained the Treasurer's office is sending most of their reports with the tax payments without a breakdown by municipality. It was noted personnel expenses are running under budget due to the 2 full time vacancies. B. Keiser explained 1 position is filled and we hope to have the second position filled by the end of the summer.

Collection Development expenses are running close to budget.

**ML/BM Moved to approve the financials for audit. Carried.**

**BH/DL Moved to approve the bills as presented. Carried.**

A. Harmon reported that 6 RFP's were sent out for our 2008 audit. We have not had any official responses as yet, but expect to receive proposals from at least two companies.

It was explained that non profits are a breed apart - some firms are no longer doing non profit audits.

She explained that one firm is stressing the importance of combining the audits for EMPL, EMPL Foundation, and the Friends in one audit.

It was explained an audit is required by the State because of State Aid.

**Buildings and Equipment** – B. Huffman reported that J. Schnaitman of Flooring America came and looked at the steps on the main staircase and determined the welds have broken. Mr. Edinger came and reviewed the situation. He says we will need to remove the carpet and the sheetrock under the stairs in order to repair the broken welds.

It was reported that the library will be getting an estimate from Lombardo and Lipe, electrical contractors, to increase the electrical capacity in the office that is to be converted into space for our Network servers as well as an office for IT.

B. Huffman noted that once an estimate is received she will re-convene the Building Committee to determine if it will need to go out for bid.

B. Keiser also noted the need for repair of the railing in the front of the building.

**Policy** – E. Rydell reported for L. Jenkins and explained she is reviewing the “no smoking” policies.

**Planning** – B. Keiser explained the Exec Team met with A. Senese regarding the review and update of the Strategic Plan. The Exec Team has spent some time reviewing some other plans and discussing potential steering committee members. The team has also been working on questions for a survey.

It was the consensus of the Exec Team that A. Senese be asked to head up the Strategic Plan rather than bring in another consultant.

**Director’s Report** – B. Keiser highlighted her written report. Three of the Associated Libraries have major projects going on and have not had time to work on a “One County One Book” program as in the past few years. The money allocated for “One County One Book” will probably be used for an August literary festival.

The new Smf Branch manager has begun on a part time basis for orientation into the position and will begin full time on June 25.

There have been quite a few power outages over the last month that have caused some problems for the library. Recently a close lightning strike destroyed one of the panels in the security system and we are waiting for a new part. The library has since purchased some new heavy duty power backups.

She explained there was a “glitch” in the Sirsi system and we have not been able to get accurate circulation statistics for May. We are working with the vendor to recover these statistics.

B. Keiser reported she has been approached by Pocono Garden Club with a request to put up a banner on the front of the library – they are the garden club that maintains the library gardens.

The Board members recommended a compromise because they do not want to set a precedent. Maybe the Garden Club could put up a small sign by their garden sign.

Meals on Wheels wants to display a dollhouse at the library that is being raffled off - no raffle tickets will be sold on premises.

The family of Pat Lasecki, former library employee that has passed away, has asked if they might be able to hold a memorial service at the library. The Board felt it would be appropriate.

Barbara reported on the results of the PaLA “return on investment” survey. In a nutshell 474 libraries serve nearly 12 million patrons - approximately \$5.50 in benefits for services.

She explained the library hires Unique Management Services to collect outstanding bills and materials owed to the library. The cost is \$9.95 for every account forwarded to them. Since the beginning 2600 accounts have been forwarded to them and 67% have since been active either through return of the overdue materials and/or payment of fines and costs. It seems to be a successful investment.

Two EMPL staff members will be attending a kickoff for a new friends initiative at the ESU.

B. Keiser will attend ALA in Washington, D.C.

Friends Book Sale took in over \$31,000 in cash.

**New Business** – B. Murphy suggested we put a summary of the Board meeting on the library website. Board consensus was to post our minutes and/or a link to the minutes. It was also recommended we post the dates and times of all Board meetings.

**ML/DL Moved to go into Executive Session to discuss a personnel issue at 09:38**

**The Board came out of Executive Session at 09:43.**

**BM/ML moved to accept the recommendation of Todd Weitzmann and offer \$3000 to settle the PHRC issue. Carried.**

**The meeting adjourned at 09:45.**