

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, May 20, at 8:30 a.m. at the Smithfields' Branch library.

Present: E. Rydell, A. Senese, B. Huffman, B. Murphy, L. Jenkins, M. Liberman

Absent: T. Weitzmann, A. Harmon, D. Lynch

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

Guests;

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

**MI/LJ moved to approve the minutes of the April 15, meeting as presented. Carried.**

**President's Report** – E. Rydell reported that letters were sent to 5 potential candidates to fill the vacancy on the board. There have been some responses. A couple of people have declined interest. At least one person has expressed an interest. He noted he will wait and see if there are any additional responses and then will schedule meetings with interested candidates.

**Treasurer's Report** - M. Liberman noted that tax income is still running ahead of budget. A couple of expense lines are over budget, but nothing major.

**LJ/BM moved to approve the financials for audit. Carried.**

M. Liberman reported that staff has been checking on the pay phone usage. He noted that usage is high but not high enough for the library to receive a "commission". The current contract with the telephone company pays a commission with usage of a certain level. The library has never received any commission, but has been paying around \$1000 annually to have the payphone. We will be signing a new contract that does not offer a commission for high usage, but will be available at no charge.

B. Keiser reported that she has been talking with a representative from Keystone Bank to see if they are able to offer us the same type of account we currently have with PNC, but with lower monthly charges. Our account with PNC used to be free of charges, but in the last couple of years we have been charged monthly fees ranging from around \$130-\$180. They have been reviewing our monthly PNC statements and will get back to us on what they can offer.

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

**Buildings and Equipment** – B. Huffman reported that we've received estimates from 5 contractors for painting of the second floor. The lowest estimate was from Frantz at \$5,000.00.

**ML/BM moved to accept the painting estimate of \$5,000 from Frantz. Carried.**

She also reported that we have received an estimate from Jason Cobb of \$420.00 to repair the damaged areas of the fence around the garden.

**ML/LJ moved to accept Jason Cobb's estimate to repair the fence. Carried.**

B. Huffman reported that the Building Committee would like to put out the specs for bid on the security cameras the first of June.

**MI/LJ moved to give the Building Committee authority to approve the specs for the security system and to put them out for bid. Carried.**

A. Senese recommended 30 days turnaround on the bids. He noted the more specific the specs the better for the library. It was also noted that the library can call known providers and ask them to send a self addressed stamped envelope and the specs can be mailed to them or they can pick them up at the library.

It was reported that the proposed land for a new Smithfields' facility was determined not to be buildable.

The Building Committee requested the board authorize use of some building fund money and the money from the LaBar donation for some new shelving and furniture. The Board was in agreement.

**Planning** – A. Senese reported the third and final steering committee meeting was held on May 12. The Committee finalized a recommendation to the Board for a mission statement and a list of goals which will go to the Board for approval at the June, 2008, meeting. With final approval by the Board, the staff will pursue objectives and action plans.

A. Senese reminded the Board that the steering committee can only make recommendations to the Board – the Board has final the final decision.

**Personnel Committee** – The Personnel Committee requested the Board go into Executive Session at the end of the meeting.

**Policy** – L. Jenkins reported that one or both of the policies in review will be ready for action next month. The two policies are the Materials Selection Policy and the Local History Room policy.

**Director's Report** – B. Keiser briefly reviewed her written report. She noted the Associated Libraries ad in the newspaper.

She mentioned that our collection agency reports that 70% of the people contacted concerning fines and/or lost materials respond in some way, either by returning materials and/or paying fines.

Staff members have been attending a number of workshops in the past month.

B. Keiser reminded the Board that Parker Oil has been donating gas for the bookmobile for many years and noted that with the rising costs of gas we may be looking at some changes in that area.

**Old Business** – The Friends' annual book sale is coming up in June.

B. Murphy reported that she had attended the Trustee Institute and received some information on performance evaluations that she would be sharing with the Personnel Committee.

B. Huffman noted it is an important aspect of the Board to do some fundraising. One of the proposed goals for the Strategic Plan is increase funding for the library.

**New Business –**

**AS/ML Moved to go into Exec Session at 9:24 to discuss a personnel matter. Carried.**

The Board came out of Exec Session at 9:50.

**AS/BM moved to review the evaluation procedures for the Director and all personnel and to review the procedures for the recommendation of pay raises. Carried**

**ML/BH moved to adopt the recommendation of the personnel committee to grant a 3% increase to the Director based on her performance evaluation. Carried.**

**The meeting adjourned at 9:55.**