

The regular scheduled monthly meeting of the Board of Directors of the Eastern Monroe Public Library was held on Tuesday, January 19, 2010, at 8:30 a.m. at the Hughes Library of the Eastern Monroe Public Library.

Present: B. Huffman, M. Liberman, L. Kline, J. Morgenthau, B. Ewen, B. Murphy

Absent: T. Weitzmann

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

Guests:

The meeting was called to order at 8:30 a.m. by B. Huffman in T. Weitzmann's absence

B. Huffman introduced new Board member Bernadette Ewen.

Election of Officers

**LK/JM moved to elect T. Weitzmann as president for 2010. Carried**

**BM/ML moved to elect L. Kline as Vice President for 2010. Carried**

**JM/LK moved to elect B. Murphy as Secretary for 2010. Carried.**

**LK/JM moved to elect M. Liberman as Treasurer for 2010. Carried.**

**ML/LK moved to approve the minutes of the December 15, 2009, meeting, as presented. Carried.**

**President's Report** – No report

**Treasurer's Report** - M. Liberman reported that it is essential for the Board to begin work on raising funds this coming year. It was reported that the library will be moving to taking credit card donations as well as payments. The library will also move forward with the "Buy a Book" program.

He recommended the Board look at the building fund and investments to determine what needs to be done in order to maximize our interest income. The Board should determine an investment strategy. We have approximately ½ a million dollars that could be invested differently in order to get a better return.

L. Kline suggested the Board should contact a few investment people and ask them to submit to us, in writing, an investment plan.

B. Keiser reported the library has received a \$500 donation from PP&L and a \$1000 donation from the Eckert family for a leaf on the "Tree".

B. Keiser explained the Natalie Ziegler “Tree of Life” and suggested the Library should feature it more, perhaps putting information about it on the website.

J. Morganthau asked about taking some of the State Aid money and investing it in short term CD’s. Staff is looking at the cash flow situation to determine the feasibility of this.

The Reserve Fund with PNC has been earning little or no interest. In the next couple of weeks there will be some changes to this account.

M. Liberman proposed the Foundation give a percentage of their investments to the library on an annual basis. 3% this year would amount to about \$10,000.

B. Keiser explained that annually the library receives \$10,000 from the Friends and that is always included in the budget. Perhaps the Foundation would also agree to this type of arrangement. In the past money has been provided by the Foundation on a per project basis.

B. Keiser explained that the basis of the Foundation is/was basically to “bail the library out” and to help out with large capital projects.

B. Huffman noted that we need to be unified in our fund raising efforts.

**BM/JM moved to approve the Treasurer’s Report. Carried.**

B. Keiser explained that Royal Security has completed the update of the security system as approved by the Board. About \$5000 in hardware was donated.

There was some discussion about increases in electrical costs. Staff is investigating

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

**Buildings and Equipment** – B Huffman reported that work on the project at the corner of 611 and Chipperfield is almost complete.

B. Huffman reported that B. J. Keiser and she investigated the HVAC contract. They recommend that we stay with the present contract – R. J. Groner. They know the system very well, have been servicing the system for years and they are local.

B. Keiser noted that it was brought to their attention to be more vigilant in some of their cleaning.

Work will begin on the floors in the Activity Room and elevator.

M. Liberman asked about a previous concern for the main staircase and a broken weld. It has been determined it is not a safety hazard.

**Policy** – An Internet Policy will be presented at the next meeting.

**Personnel Committee** – L. Kline presented three policies for action. “Staff Conduct”, “Work Week” and “Leave of Absence”. Board members suggested some minor corrections. These will be done and the policies will be presented at the next meeting.

B. Murphy reported that members of the Exec Team as well as Board members have received forms for the Director’s Evaluation. It was requested that these forms be returned to B. Murphy by January 29.

**SMF Taskforce** – J. Morganthau reported that when we determined the route 209 property was not feasible, M. Baxter was asked to look for sites with a \$350K-\$450K price tag. He has asked to meet with the Taskforce to discuss some ideas.

**By-laws** – J. Morganthau reported that the committee has not received any comments on the recent changes. M. Liberman expressed some concern for how Board seats are filled, and suggested a need to work on simplifying this procedure.

B. Keiser explained the history of the current by-laws and the politics involved.

The current committee has tried to reduce some extraneous language.

Due to some question regarding the revised by-laws, they will be reviewed and presented at the next meeting.

B. Keiser noted that Board members and staff members need to be a little more aggressive in identifying interested candidates for the Board. The municipalities are usually amenable to proposed candidates.

B. Ewen asked if the library could prepare a list, sorted by zip codes in order to identify people in the required service areas.

**Nominating Committee** – The committee should advise the commissioners of the vacancy left by B. Brodman.

B. Keiser suggested that committee assignments be part of a Board manual as opposed to a part of the by-laws. We should try to get the by-laws approved by the Commissioners and then proceed to creating a Board policy manual.

**Fundraising** – The committee will be addressing this issue during the course of the year.

**Director’s Report** – B. Keiser reported that PNC Bank has been contacted about setting up the use of credit cards.

She also reported that the library is handling IT issues with an in-house team as well as an outside consultant.

B. Keiser reported that the library will probably be replacing all of the branch computers with new equipment. This would give us a net gain on some machines to be used for catalogues and/or parts.

The 2009 statistics are not fully complete. A lot of numbers are needed and we are updating the format.

B. Huffman suggested the Board might want to consider asking Pike County for some financial aid for all the services provided by Monroe County Public Library to residents of Pike.

B. Keiser noted that Lehman Township needs to decide what they are going to do.

M. Liberman suggested we send a letter to Lehman Twp letting them know that a lot of residents use our library and noting that our people pay 1.1mil. EMPL would appreciate them giving us some money until such time as they get a library or join us.

M. Liberman will draft a letter to Lehman Twp requesting some reimbursement for library service. The draft will be discussed at the next meeting.

**Old Business** – No Old business

**New Business** – No New Business

**The meeting adjourned at 10:00 on a motion by ML.**