

**WESTERN POCONO COMMUNITY LIBRARY  
BOARD OF TRUSTEE'S MEETING**

*March 10, 2026*

**CALL MEETING TO ORDER:**

- Board President Jennifer Pandolfo called the meeting to order at 3:34 p.m.

**WELCOME to GUESTS:**

- None.

**ROLL CALL:** PRESENT: Jennifer Pandolfo, Robert Reeder, Judi Leiding, Karen Catina, Timothy Hatcher, Patti Weiss and Shereen Eckhart

ABSENT: Nancy Gehr and Luanne Freeman

**PUBLIC COMMENT:**

- None.

**PRESIDENT:**

- Welcome to our newest board member – Timothy Hatcher. \*\* at this time, Tim shared a little bit about himself and his background with the rest of the Board.

**MINUTES:**

- Motion made by Robert Reeder, to approve the minutes of February 10, 2026; seconded by Karen Catina; motion carried by unanimous vote.

**CONSENT AGENDA:**

- The consent agenda included the following agenda items:
  - Correspondence
    - None.
  - Calendar
    - March 2026 calendars were included with the agenda packet.
    - Questions were asked about the monthly blood drives held at the library.
      - The early blood drive is open to the public from 7 a.m. – 12 p.m. on the second Monday of the month.
      - The late blood drive is open to the public from 12 p.m. – 6 p.m. on the fourth Monday of the month.
      - Blood drives are held in the lower level track area by request of Miller-Keystone Blood Center so they have more room to spread out allowing them to do platelet collections also. We actually prefer them being in the lower level due to the carpeting in the Community Room and tight spaces.
  - State Library/PaLA
    - No Report.
  - Easton District Center
    - No Report.
  - Public Libraries of Monroe County
    - No Report.
  - Pleasant Valley School District
    - No Report.

**CONSENT AGENDA (continued):**

- Chestnuthill Township
    - No Report.
  - Literacy
    - No Report.
  - History Room
    - No Report.
  - E-Rate
    - No Report.
  - Personnel
    - A new part time circulation desk clerk has been hired. His name is Ollie and he has a Bachelor's Degree in Library Science.
  - Friends of the Library/Volunteers
    - Patti, Karen Catina, Brittany Competiello and Chelsea Mayo attended the Friends and Trustees Conference on Saturday, March 7 (Kim was unable to attend due to a family emergency). This will likely open the doors to a quicker start to our Friends of the Library Group. Patti will report more on this under her report.
  - Fundraising
    - No Report.
  - Foundations/Grants
    - Hughes Grant will be due in April. Patti will be requesting funding for lawn maintenance, snow plowing and the concrete pad to secure the instruments for the Sound Garden, among other things.
  - Public Relations
    - No Report.
  - Staff Development/Luncheon
    - The library will be closed March 30<sup>th</sup> for Staff Development. Patti will be doing a training on what to do if federal agents or law enforcement of any kind comes into the library requesting information. Patti reported that the agents would have to deal with her as the 'person in charge' and that if she is not in the building at that time, the agents would have to wait until she gets there to have access to any "staff" areas of the building. Additional information and scenarios will be discussed at the training as well.
- Motion made by Judi Leiding, to approve the consent agenda as presented, with the additional comments as noted; seconded by Robert Reeder; motion carried by unanimous vote.

**DIRECTOR'S REPORT (verbally given):**

- Statistics were shared with the trustees.
- Patti met with approximately 180 students at Stroudsburg High School's Career EXPO.
- Our Community Resource Night was last Thursday at the same time as Pleasant Valley's basketball game of 'Teachers vs The Harlem Globetrotters'. We had a good turnout at our event and it was requested that we hold our event again.
- AARP tax volunteers are here every Thursday through tax day.

**DIRECTOR'S REPORT** (*verbally given*) (*continued*):

- Patti will be discussing the Friends & Trustees Conference with Brittany and Chelsea to make sure our FOL group is getting set-up properly.
- Important dates in March to be aware of:
  - 16<sup>th</sup> = Paranormal person doing a lecture about interesting findings at the Waldorf Hotel by Country Junction and also in the Lehigh Valley;
  - 21<sup>st</sup> = Patti attending the Eagle Scout Court of Honor for the young lady who did the musical instruments out near the gardens;
  - 30<sup>th</sup> = WPCL closed for staff development;
  - 31<sup>st</sup> = The Director of the Bureau of Library Development (part of the Office of Commonwealth Libraries and the Department of Education) Heather Sharpe, will be visiting our library.
- April 19-25 is National Library Week. On Thursday, April 23<sup>rd</sup> we will be holding a “Love Your Library” Carnival with local businesses creating games promoting their businesses. There will also be Food Trucks and the FOL making snow cones.
- Our “Putt-Putt” golf event was a blast. We took sign-ups to be better able to accommodate the families attending. Everyone had a great time.

**TREASURER'S REPORT:**

- Un-audited Financials as of February 28, 2026 were included with the agenda packet.
- The CD at ESSA Bank was closed when it matured on February 27<sup>th</sup> and a new 9-month CD was immediately opened at First Northern Bank & Trust. The paperwork for the new CD was signed during the meeting by the executive officers.

**OLD BUSINESS:**

- ***WISH LIST PROJECT UPDATES:***
  - No report.
- ***TUITION REIMBURSEMENT:***
  - We have another staff member interested but she has not given Patti her signed paper yet. This would possibly be a Fall Semester start at Northampton (Hughes Grant covers this).
  - Since we began offering this to the employees, we have paid the following:
    - 2023 = \$8,561 – paid by WPCL
    - 2024 = \$5,400 – paid by the Hughes Grant
    - 2025 = \$4,200 – paid by the Hughes Grant
    - 2026 = \$1,800 (so far) – paid by the Hughes Grant
- ***ROCK BED REPAIR:***
  - No report.
- ***LOWER LEVEL EXTERIOR EXIT DOOR:***
  - No report at this time.
- ***PAYROLL COMPANY:***
  - No report at this time.
- ***PAVILION:***
  - Materials will be arriving by the end of the month with construction starting shortly after.
  - Everything is weather dependent – hopefully this is a 2-week project.
- ***PAYPAL ACCOUNT:***
  - Donations are still coming into the PayPal Account.

**NEW BUSINESS:**

- ***NEW TRUSTEE MANUAL OVERVIEW:***
  - Patti did an extensive presentation on how to access the new Trustee Manual from the State Library online. She will be share the links to access this with our trustees.
- ***PV SCHOOL BOARD APPROVING OUR NEWEST TRUSTEE:***
  - We will be sending a letter to the Pleasant Valley Board of Education; asking for the approval of Mr. Timothy Hatcher filling the term vacated by Debby York.

**NEXT MEETING:** Tuesday, April 14, 2026 at 3:30 p.m.

**ADJOURNMENT:** Motion made by Karen Catina, to adjourn the meeting at 4:20 p.m.; seconded by Robert Reeder; meeting adjourned.

Respectfully submitted,

*Shereen L. Eckhart*

Shereen L. Eckhart  
Business Manager