

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

*December 12, 2023*

**CALL MEETING TO ORDER:**

- Board President Robert Reeder called the meeting to order at 2:50 p.m.

**WELCOME to GUESTS:**

- None.

**ROLL CALL:** PRESENT: Robert Reeder, Karen Catina (via telephone), Judi Leiding, Jennifer Pandolfo, Nancy Gehr, Luanne Freeman (via telephone) Patti Weiss and Shereen Eckhart  
ABSENT: Debby York

**PUBLIC COMMENT:**

- None.

**ELECTION OF OFFICERS:**

- Motion made by Jennifer Pandolfo, to keep the same slate of officers we had last year (please see below); seconded by Judi Leiding; motion carried.
  - President – Robert Reeder
  - Vice-President – Debby York
  - Secretary – Karen Catina
  - Treasurer – Judi Leiding

**PRESIDENT:**

- No report.

**MINUTES:**

- Motion made by Nancy Gehr, to approve the minutes of November 14, 2023; seconded by Judi Leiding; motion carried by unanimous vote.

**CONSENT AGENDA:**

- The consent agenda included the following agenda items:
  - Correspondence
    - None.
  - Calendar
    - The December 2023 calendar was given during the November meeting.
  - State Library/PaLA
    - PaLA is holding the FrontLine Online Virtual Conference again this year. This is a conference for front line workers and is held virtually on one day. I would like to have 10 of our employees attend this conference, which would require the library to be closed for Staff Development. The conference is being held on February 7, 2024.
  - Easton District Center
    - Our District (Easton District) will begin Resource Sharing with Nazareth Library, who is part of the Bethlehem District. The start date is TBA

**CONSENT AGENDA (continued):**

- Public Libraries of Monroe County
  - Sue Lyons official retirement date is December 31, 2023 but will be using her vacation after Christmas. Cheryl Brice will be taking over the Director position at EMPL. Cheryl will be coming to WPCL to receive a tour and talk about ways to increase their traffic.
- Pleasant Valley School District
  - Approved our board members.
- Chestnuthill Township
  - No report.
- Literacy
  - We picked up 2-3 more tutors (one is Turkish speaking).
  - Students are not returning Nancy’s correspondence – the teachers have now been asked to reach out to the students directly.
- History Room
  - No report.
- E-Rate
  - No report.
- Personnel
  - No report.
- Greater LV Chamber of Commerce
  - No report.
- Friends of the Library/Volunteers
  - No report.
- Fundraising
  - Craft Show report – all the supplies/food for the refreshment table were donated.
    - A Mary Kay vendor was upset because there were 2 vendors for that.
    - More signage needed at corner of Pilgrim Way and Route 115.

Vendors	\$ 2,555.00	(73 x \$35)
Basket Raffle	\$ 854.00	
Refreshments	\$ 467.00	
Treasure Hunt	\$ 179.00	
<b>Net Profit</b>	<b>\$ 4,055.00</b>	<b>2023</b>

- Foundations/Grants
  - Patti will be working on ideas for the Hughes Grant for 2024. The application doesn’t open until April but she usually gets prepared early. She will be asking to have the iPads fully funded for another year and will also be researching charging towers for patron use for their phones and other devices. She might also see if any of the elevator expenses could be paid through this grant. Any other ideas would be greatly appreciated. Patti added that having another Community Room would be wonderful since we are out of space.

**CONSENT AGENDA (continued):**

- Public Relations
  - No report.
- Staff Luncheon
  - The Staff Holiday Luncheon is December 14, 2023 from 12 p.m. to 2 p.m. The library will be closed for those hours. The food (paid for by the library) will be from Olive Garden and ready for 11:30 a.m. pickup (thank you Karen for offering to pick up the food). Please let us know if you plan on attending.
- Motion made by Nancy Gehr, to approve the consent agenda as presented, with the additional comments as noted; seconded by Jennifer Pandolfo; motion carried by unanimous vote.

**DIRECTOR'S REPORT:**

- Given during the annual meeting held at 2:30 p.m. today.

**TREASURER'S REPORT:**

- Un-audited financial reports as of November 30, 2023 were discussed during the annual meeting.
- Budget approval will happen next month.

**OLD BUSINESS:**

- ***WISH LIST PROJECT UPDATES:***
  - Pavilion: There has been progress made and we received a \$5,000 invoice. The board instructed Patti not to pay that \$5,000 invoice until after next Monday, in hopes that Brian Roy Construction shows up and completes the next step of the process.
- ***TUITION REIMBURSEMENT:***
  - Everything is going great. Jessie is expected to graduate May of 2024 and Ashley, Lisa and Lori are expected to graduate December 2024. Jessie and Ashley will have a title with the State as "Provisional Librarian" while Lisa and Lori will have "Library Technical Assistant" titles with the State.
  - Bob asked if these four employees will be getting a raise upon graduation – Patti said that yes that is usually how it works.
- ***ROCK BED REPAIR:***
  - No report at this time.
- ***COMMITTEE REPORT:***
  - The committee for the Challenged book shared their thoughts/discussion on how they came to the conclusion that the book, Build a House, be retained in WPCL's collection.
    - Motion made by Jennifer Pandolfo, to accept the recommendation from the committee for the Challenged book; that the book, Build a House, be retained in Western Pocono Community Library's collection; seconded by Judi Leiding; motion carried by unanimous vote.

**NEW BUSINESS:**

- **WPCL 50<sup>th</sup> CELEBRATION (9/17/2024):**
  - Patti asked for a committee to help plan WPCL’s 50<sup>th</sup> anniversary celebration.
    - Jennifer, Nancy, Judi and Karen offered to be on the committee.
  - Board President Bob Reeder said that WPCL should pay for the catering for the celebration.
  
- **WiFi WEATHER STATION:**
  - Patti is looking into the possibility of putting a weather station on the library property. It would consist of a WiFi weather station (remotely monitored), a weather station mounting pole and a membership to “weather underground” where people could see our data – cost would be approximately \$1,100.
    - Judi suggested adding this expense to the Hughes Grant request.
  
- **VOLUNTEERS:**
  - Motion made by Judi Leiding, to give Patti’s husband and son, and Jess’s husband \$100 each as a thank you for their time spent volunteering for the library by doing lawn maintenance; seconded by Nancy Gehr; motion carried by unanimous vote.
  - Judi asked that the volunteers (especially the ones from Carmela’s exercise class) be better organized during events so that we have even coverage across the time needed.

**NEXT MEETING:** Tuesday, January 9, 2024 at 3:00 p.m.

**ADJOURNMENT:** Motion made by Jennifer Pandolfo, to adjourn the meeting at 3:25 p.m.; seconded by Nancy Gehr; meeting adjourned.

Respectfully submitted,

*Shereen L. Eckhart*

Shereen L. Eckhart  
Administrative Assistant