WESTERN POCONO COMMUNITY LIBRARY
BOARD OF TRUSTEE'S MEETING

June 9, 2026

CALL MEETING TO ORDER:

- Board President Jennifer Pandolfo called the meeting to order at 3:32 p.m.

WELCOME to GUESTS:

- Brittany Competiello, FOL representative.

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

PUBLIC COMMENT:

- None.

PRESIDENT:

- No comments.

MINUTES:

- Motion made by Nancy Gehr, to approve the minutes of May 12, 2026; seconded by Judi Leiding; motion carried by unanimous vote.

CONSENT AGENDA:

- The consent agenda included the following agenda items:
    - Correspondence
        - None.
    - Calendar
        - June 2026 calendars – included with agenda packet.
    - State Library/PaLA
        - No report at this time.
    - Easton District Center
        - No report at this time.
    - Public Libraries of Monroe County
        - No Report.
    - Pleasant Valley School District
        - No Report.
    - Chestnuthill Township
        - Approved at the last Chestnuthill Township Meeting - the township will cover the cost of the print review with building inspectors at the cost of $2,000.
    - Literacy
        - Nancy commented that we are down one tutor due to childcare difficulties, but they hope to be available in the future. In the meantime, there are other tutors available should the need arise. Nancy has also contacted a new GED student but has yet to receive a reply.

CONSENT AGENDA *(continued)*:

- History Room
  - No Report.

- E-Rate
  - No Report.

- Personnel
  - No Report.

- Friends of the Library/Volunteers
  - Brittany reported that the FOL held their first official meeting last month and they elected their board, which is as follows:
    - President / Treasurer – Brittany
    - Vice-President / Media Secretary – Chelsea
    - PR Secretary - Kelsey
  - They have submitted their application to be an affiliate member of the PCBL. The PCBL meeting is on June 11 and they are going to conditionally approve us at that meeting until we can get our bank account rolling and bank statement.
  - The FOL By-Laws were accepted at their first meeting also.
  - A Memorandum of Understanding (MOU) was presented for the trustees to review and for necessary signatures to be obtained.
    - Motion made by Karen Catina, to accept the Memorandum of Understanding as presented; seconded by Nancy Gehr; motion carried by unanimous vote.

- Fundraising
  - Red Robin fundraiser scheduled for June 21 from 4 to 8 p.m. Mention fundraiser for the library and 20% of your bill will be donated back to the Friends.

- Foundations/Grants
  - Hughes Grant: Asked for over $100,000. Received $83,239. Patti will be applying for other grants to cover the difference.
  - ESSA Legacy Grant: Informed that we will be receiving $5,000. This amount will go toward the Sound Garden expenses which will then be subtracted from the Hughes Grant.
  - LSA Grant: Informed that we will be receiving this grant to cover the cost of the Outdoor/After hours book locker. It will not cover the training or maintenance agreement but will cover fully the locker and wrap. The difference is about $3,000 to $5,000.

- Public Relations
  - The library will have a table at the America 250 Celebration at the Fairgrounds on July 2, 3, and 4. If anyone is interested in joining Patti at this event, please let her know. July 2nd is the day that the most help is needed. Nancy offered to help on July 2nd until 4:00 – she is not available from 4:00 – 6:00.

- Staff Development/Luncheon
  - No report.

- Motion made by Timothy Hatcher, to approve the consent agenda as presented, with the additional comments as noted; seconded by Karen Catina; motion carried by unanimous vote.

DIRECTOR'S REPORT *(verbally given)*:

- Patti gave a verbal report of our statistics for last month.
- Please see the June calendar for upcoming events. Of special note, Laurissa Rex will be here on June 11 for another Paranormal Event.

TREASURER'S REPORT:

- Unaudited Financials as of May 31, 2026 - included with the agenda.
- Form 990 for 2025 - included with agenda packet.
- Audited Financial Statements for 2025 - included with agenda packet.
  - Motion made by Judi Leiding, to accept the audited financial statements for 2025; seconded by Timothy Hatcher; motion carried by unanimous vote.

OLD BUSINESS:

- ***WISH LIST PROJECT UPDATES:***
  - No report.
- ***TUITION REIMBURSEMENT:***
  - No report at this time.
- ***ROCK BED REPAIR:***
  - No report at this time.
- ***LOWER LEVEL EXTERIOR EXIT DOOR:***
  - Mr. Pierce might still present a proposal but we are unsure if he is still interested in this project. As a result, Patti was asked to reach out to Bob to see if he knows any other builders who might want to submit a proposal as well.
- ***PAYROLL COMPANY:***
  - No report at this time.
- ***PAVILION:***
  - Patti is in contact with Mr. Pierce. He is still trying to find a solution to this issue.
- ***PAYPAL ACCOUNT:***
  - Patrons are still sending in small donations to the PayPal account and have mentioned that they are happy this is an option, makes it easier for them to donate.
- ***POLICY REVIEW:***
  - Remote Work Policy was given to the trustees to review.
    - Motion made by Karen Catina, to approve the Remote Work Policy as presented; seconded by Nancy Gehr; motion carried by unanimous vote.

NEW BUSINESS:

- Trustee Directory - sent with agenda packet. Trustees were asked to verify their information and to also note that Luanne's work information has been removed so the directory only show her personal contact information.
- Change July meeting day from Tuesday, July 14, 2026 to July 7, 2026 – still at 3:30 p.m.
- Lighting situation – There are various light fixtures both inside and outside that need to be either repaired or replaced, which could become a liability issue if not dealt with. Some of the bulbs are LED and very expensive. To take care of all of the issues, it will cost $8,377.40.

NEW BUSINESS *(continued)*:

- Plumbing issue – Water Medic is coming next week to service our filtration system.
- Carmela Heard is retiring from teaching exercise programs. A luncheon will be held in her honor on Tuesday, June 30th at 12 noon. Cost is $15 per person.
- Notary – we now have a notary on staff. Samantha has completed her training and notary services will be available by appointment.

NEXT MEETING: Tuesday, July 7, 2026, at 3:30 p.m.

ADJOURNMENT: Motion made by Judi Leiding, to adjourn the meeting at 4:26 p.m.; seconded by Karen Catina; meeting adjourned.

Respectfully submitted,

Shereen L. Eckhart

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Business Manager