

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

June 13, 2023

CALL MEETING TO ORDER:

- Board President Robert Reeder called the meeting to order at 3:04 p.m.

WELCOME to GUESTS:

- Erin Morrow, Easton Area District Consultant.
- Carol Cory, cousin of Karen Catina

ROLL CALL: PRESENT: Robert Reeder, Karen Catina, Judi Leiding, Jennifer Pandolfo, Nancy Gehr,
Patti Weiss and Shereen Eckhart

ABSENT: Luanne Freeman and Debby York

PUBLIC COMMENT:

- None.

PRESIDENT:

- No report.

MINUTES:

- Motion made by Nancy Gehr, to approve the minutes of May 9, 2023; seconded by Judi Leiding; motion carried by unanimous vote.

CONSENT AGENDA:

- The consent agenda included the following agenda items:
 - Correspondence
 - None.
 - Calendar
 - June 2023 calendar was sent on May 31st.
 - State Library/PaLA
 - No report.
 - Easton District Center
 - No report.
 - Public Libraries of Monroe County
 - No report.
 - Pleasant Valley School District
 - No report.
 - Chestnuthill Township
 - No report.
 - Literacy
 - Looking for more tutors and assistance with arranging tutors and students.
 - We did advertise for tutors, but their availability is only when we are closed.
 - Nancy volunteered to help out and will talk to Patti later.
 - Most of the requested ESL help is for going from Turkish to English.

CONSENT AGENDA (continued):

- 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
 - No report at this time.
- Foundations/Grants
 - WPCL was awarded \$9,100 from the R. Dale and Frances M Hughes Foundation to be used for entrance-way flooring replacement, tables and chairs for the pavilion. WPCL was also awarded \$10,922 from the R. Dale and Frances M. Hughes Foundation to be used for Family Place materials needed (\$5,000), and to cover the yearly cost of the iPads for staff and board members (\$5,922). For a total of \$20,022.
- Public Relations
 - No report.
- Staff Luncheon
 - Thursday June 22nd from 12 p.m. to 2 p.m. (Karen will pick up the lunch).
 - Topic: Service Dogs and the Public spaces (along with staff meeting items).
- Future Vision & Goals of WPCL
 - No report.
- Motion made by Karen Catina, to approve the consent agenda as presented, with the additional comments as noted; seconded by Judi Leiding; motion carried by unanimous vote.

DIRECTOR'S REPORT:

- Our circulation for the month of May was 5,494.
- Toddler Rhythm attendance for the month of April was 356 ... May was 458.
- Family Place had 92-participants over the five weeks it was offered.
- Programs for adults continue to hold steady.
- Patti is starting a new initiative called "1,000 Books Before Kindergarten" ... we will have 100 clear backpacks each containing ten different books. Once the kids work their way through all 100 backpacks, they will have read 1,000 books before starting kindergarten.

TREASURER'S REPORT:

- Un-audited financial reports through May 31, 2023 were sent on June 12th.
- Explanations were given on some of our income and expense accounts.
- Last month, Shereen was asked to look into how much the Library Director can spend without Board approval. She forwarded a copy of the minutes from April 12, 2011 where it showed under "New Business" that there was a motion to increase Library Director spending up to \$5,000 without prior Board approval.

OLD BUSINESS:

- **WISH LIST PROJECT UPDATES:**
 - Pavilion: As of June 8, 2023, the concrete footers have been poured and the roof trusses have been delivered. We are waiting for the builder to return Patti's messages. The builder claims that once he gets going on our project, it should be done in approximately two weeks.
- **TUITION REIMBURSEMENT POLICY:**
 - Three of the four employees are taking summer courses.
- **PARKING LOT REPAIR:**
 - Will get sealed when pavilion is done.
- **ROCK BED REPAIR:**
 - Will probably end up being an in-house project.
- **FORMATION OF COMMITTEES:**
 - Patti would like to begin the process of forming a policy committee for by-laws, etc.
 - Jenn, Karen and Judi volunteered to be on the policy committee.

NEW BUSINESS:

- Trustee Availability July/August:
 - Karen might have relatives from out of town during the time of our July meeting.
 - We will meet in July, but not in August.
- Trustee Renewals in October ... Karen and Debby ... both said they will renew.
- Karen announced that she really enjoyed the historical presentation she attended at WPCL last week with 93-year old Jim Werkheiser.
- Erin Morrow, Easton Area District Consultant, gave a brief, verbal report on the Easton District Center ... their budget and things she would like to see accomplished.

NEXT MEETING: Tuesday, July 11, 2023 at 3 p.m. The August 8, 2023 has been canceled.

ADJOURNMENT: Motion made by Nancy Gehr, to adjourn the meeting at 3:26 p.m.; seconded by Karen Catina; meeting adjourned.

Respectfully submitted,

Shereen L. Eckhart

Shereen L. Eckhart
Administrative Assistant