

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

August 18, 2026

CALL MEETING TO ORDER:

- Board President Jennifer Pandolfo called the meeting to order at 3:30 p.m.

WELCOME to GUESTS:

- No guests.

ROLL CALL: PRESENT: Jennifer Pandolfo, Judi Leiding, Nancy Gehr, Timothy Hatcher, Patti Weiss and Shereen Eckhart

ABSENT: Robert Reeder, Karen Catina and Luanne Freeman

PUBLIC COMMENT:

- None.

PRESIDENT:

- No comments.

MINUTES:

- Motion made by Nancy Gehr, to approve the minutes of July 7, 2026; seconded by Timothy Hatcher; motion carried by unanimous vote.

CONSENT AGENDA:

- The consent agenda included the following agenda items:
 - Correspondence
 - Copy of all cards and messages sent to library with donations in memory of Carol Kern were available during the meeting for the board to look at.
 - Calendar
 - August & September 2026 calendars – included with the agenda packet.
 - State Library/PaLA
 - Processes for the State Application have begun, we are up to date with our filings, and meet the necessary standards to receive State Funding. As such, we will not need file for a waiver of standards in order to get our State Aid.
 - We are part of the Lehigh Valley Pocono Resource Sharing Consortium, which happens to be the largest in the state.
 - Easton District Center
 - No report at this time.
 - Public Libraries of Monroe County
 - No Report.
 - Pleasant Valley School District
 - No Report.

CONSENT AGENDA (*continued*):

- Chestnuthill Township
 - The Township called Mr. Pierce asking if we were ready for the pavilion inspection. Mr. Pierce informed them that he had already called to request the inspection, which has yet to be done.
 - Mr. Pierce dug up four different pillars and the inspector saw it.
 - Literacy
 - Currently there are four students (3 for ESL and 1 for reading help) and four tutors.
 - Patti will advertise for both students and tutors.
 - History Room
 - No Report.
 - E-Rate
 - Funding was delayed but Patti did receive a letter stating we are now funded.
 - Personnel
 - No report.
 - Friends of the Library/Volunteers
 - No report.
 - Fundraising
 - No report at this time.
 - Foundations/Grants
 - Items are beginning to come in for some of the Hughes Grant projects.
 - The locker project has begun and ordering and behind the scenes work is well on its way. The library will pay the amount, and the grant will come in as reimbursement.
 - We were hoping to have the new furniture for the staff lounge upgrade through the Hughes Grant, but it is not here yet. This upgrade consists of two new arm chairs with an end table in the middle, a café style table to eat at, a new Keurig, a new nugget icemaker and now possibly a new refrigerator since our existing one is not working properly.
 - Public Relations
 - No report at this time.
 - Staff Development/Luncheon
 - No report.
- Motion made by Judi Leiding, to approve the consent agenda as presented, with the additional comments as noted; seconded by Nancy Gehr; motion carried by unanimous vote.

DIRECTOR'S REPORT:

- Patti gave the trustees a verbal statistics report that included Summer Reading Program statistics along with circulated items.
- Sam and Kay Uhler from Bethlehem sent Patti two pictures of wax figurines made by Phoebe Conrad and asked that she share the pictures with the trustees.

TREASURER'S REPORT:

- Unaudited Financials as of July 31, 2026 - included with the agenda.
- Our 9-month CD at ESSA Bank matured on 7/29/2026. The trustees had the option of letting it rollover for another 9-month term at ESSA at an interest rate of 2.97% / 3% APY; putting it in a 13-month CD at ESSA with a rate of 3.80% / 3.85% APY; or doing something completely different with it.
 - Motion made by Judi Leiding, to confirm the unanimous email vote of putting the money in a 13-month CD at ESSA with a rate of 3.80% / 3.85% APY; 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:***
 - Our lawn maintenance person will be taking care of this project.
- ***LOWER LEVEL EXTERIOR EXIT DOOR:***
 - No report at this time.
- ***PAYROLL COMPANY:***
 - No report at this time.
- ***PAVILION:***
 - See Chestnuthill Township report.
- ***PAYPAL ACCOUNT:***
 - No report at this time.
- ***POLICY REVIEW:***
 - Nothing at this time.
- ***LIGHTING ISSUE IN WALKING TRACK:***
 - A previous employee spoke to Jenn about the lights not working properly in the walking track. Patti explained that when there is a power glitch some of the lights do go out, but on the next power glitch they come back on. This is a computer issue.

NEW BUSINESS:

- **TRUSTEE TERMS EXPIRING:**

- Trustee terms expiring in December 2026: Karen Catina and Timothy Hatcher.
 - Both of them will renew for another 3-year term to expire December 2029.

- **LAUNDRY COMPANY:**

- Instead of a washer and dryer combo in the lower level that could cost approximately \$2,500, Patti feels it would be more cost effective to go with a laundry company (Cintas) that would come weekly and swap out the cloth rags we use. They would also offer us housekeeping supplies at a lower rate than we are currently paying elsewhere. The cost would be \$54.79/week and would automatically debit out of our account. The board agreed that this would be a good idea.

- **PROPERTY SALE:**

- Zach Wilson approached Patti again concerning purchasing the property behind their house that the library currently owns. Discussion tabled until we have a full board present to discuss it.

NEXT MEETING: Tuesday, September 8, 2026, at 3:30 p.m.

ADJOURNMENT: Motion made by Nancy Gehr, to adjourn the meeting at 4:18 p.m.; seconded by Judi Leiding; meeting adjourned.

Respectfully submitted,

Shereen L. Eckhart

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Business Manager