

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

January 12, 2021

CALL MEETING TO ORDER:

- Board President Karin-Susan Breitlauch called the meeting to order at 3:06 p.m.

WELCOME to GUESTS:

- None.

ROLL CALL: PRESENT: Karin-Susan Breitlauch, Carmela Heard and Debby York via Zoom
Karen Catina, Judi Leiding, Patti Weiss and Shereen Eckhart in person
ABSENT: Luanne Freeman and Robert VanMetter

CORRESPONDENCE:

- None.

MINUTES:

- Motion made by Debby York, to approve the minutes of November 10, 2020; seconded by Karen Catina; motion carried.
- The December 8, 2020 meeting was cancelled - no minutes to approve.

TREASURER'S REPORT:

- Un-audited financial reports as of December 31, 2020 were given to the trustees.
- Mr. Mullane will get our 2020 audit box next week to begin the library audit.
- Shereen asked the trustees to look at account # 451 (Foundation & Grants) to see the amount of money Patti was able to bring in for the year 2020 (\$123,107.68).
- Account # 410 (State Aid) shows two amounts deposited – the 2020 amount and then also 5/12 [\$41,820] of what we will be getting in 2021 (the remaining 7/12 [\$58,549] is still to come).
- The \$1,000 Estate Donation (account # 450 E) is from the John Simms estate.
- We will be applying for the Hughes grant again this year in April.

REPORTS:

- **CALENDAR:**
 - No report.
- **PRESIDENT:**
 - Dr. Karin congratulated Patti for graduating with her Bachelor's Degree in December.
- **STATE LIBRARY:**
 - The initial breakdown of the 2021 State Aid was discussed under the Treasurer's Report.
 - Patti completed the Second Plan and all other necessary requirements for us to receive the remaining 7/12 of our State Aid.
- **EASTON DISTRICT CENTER:**
 - Due to the coronavirus, many of the libraries in our District are rolling back to curbside only right now and have been since Mid-December, due to their location and the fact that their patrons want to come in and hang out
 - Barrett, Bangor and WPCL are staying open for browsing with curbside options still available if patron prefers.

REPORTS (continued):

- ***PUBLIC LIBRARIES OF MONROE COUNTY (ASSOCIATED LIBRARIES):***
 - See District Center Report.
 - Switching from Sierra to another ILS system will be completed in 2022 at the end of our contract with Innovative – there is a 6-month lead-in time for this project.

- ***PLEASANT VALLEY SCHOOL DISTRICT:***
 - Patti finally received the enrollment report from the Superintendent of Pleasant Valley.
 - 2,870 students in brick & mortar
 - 817 students in PV Cyber Academy
 - 743 students in other cyber charter schools
 - Ten years ago, there were 7,200 students in the Pleasant Valley School District, now that number is at 4,852 students.
 - A copy of the enrollment report will be sent to the trustees.

- ***CHESTNUTHILL TOWNSHIP:***
 - No report.

- ***LITERACY:***
 - No report.

- ***HISTORY ROOM:***
 - No report.

- ***E-RATE:***
 - The county has hired Lorrie Germann as our new E-Rate consultant and she will begin working with each library shortly.
 - The appeal/waiver that was submitted by Ellen Holtz (previous E-Rate consultant that made the error) was not submitted correctly.
 - Patti met (on the phone) with Julie Tritt-Schell Pennsylvania E-Rate Coordinator to discuss options.
 - Julie worked with Patti and contacted Ellen to get the error fixed.
 - Julie and Patti then submitted the proper appeal.
 - The appeal was finally granted after several phone calls from the FCC to discuss the issue.

- ***PERSONNEL:***
 - No report.

- ***GREATER LV CHAMBER of COMMERCE:***
 - No report.

- ***FRIENDS of the LIBRARY / VOLUNTEERS:***
 - Due to Covid, we are not actively lining up volunteers, but we do have one who is doing the grocery receipts each month to submit to Weis Markets and Kinsleys.

REPORTS (continued):

- **FUNDRAISING:**
 - No report.
- **FOUNDATIONS / GRANTS:**
 - Applied for a Sony Grant to purchase a gaming system for the multi-generational room in the lower level being furnished through the Hughes Grant received in 2020.
- **PUBLIC RELATIONS:**
 - Our next “story walk” will not be posted until early Spring due to the weather.
- **STAFF/VOLUNTEER CHRISTMAS LUNCHEON:**
 - This was a huge success
 - Thank you to the board for everything they did for the staff during the holiday season.
- **FUTURE VISION & GOALS of WPCL:**
 - On hold at this time due to the pandemic.
- **LIBRARY DIRECTOR’S REPORT:**
 - We finished 2020 very strong - 57,000 circulations - 20,000+ people through the door.
 - Programming July to December went well:
 - 371 Zoom attendees to our programs.
 - 293 People attend our special event programs
 - 287 Grab and Go Bags for adults and teens
 - 30 Interactive Movie Kits went out to the public
 - WPCL has the 2nd highest teen participation in the county for offered programs through the County Teen Librarian.
 - The video equipment arrived (Apple iPad Pro 11) need time to learn it – will always have a staff member present when this equipment is in use.
 - Annual report not open yet, but our statistics are ready to go.
 - Patti applied to grad school (Clarion University) and can begin January 25, 2021.
 - Our new website is almost finished.
 - A handout was given to the trustees for new educational opportunities available for the board – Patti has signed up for them already.

OLD BUSINESS:

- **HOT WATER:**
 - Hot water that had been turned off in two locations and non-existent in two other locations are in the process of being fixed.
 - Electrician had to come in and run lines before the plumber could come in to put the boxes under the sinks
 - Fixing the staff bathroom and Staff lounge first, the children’s bathroom and cafe are going to need to be looked at.

NEW BUSINESS:

• **PHONE MAINTENANCE CONTRACT:**

- Frontier telephone maintenance agreement is going to be coming due and they would like us to choose a plan
 - This isn't something that we bid out, Frontier is the phone company that the phones and equipment are through and this is the plan to maintain them
 - 3-year term is \$3,085.89 total can be paid yearly (\$1,028.63) or monthly (\$85.72)
 - 5-year term is discounted and is \$4,595.78 total can be paid yearly (\$919.16) or monthly (\$76.60)
- Printed proposal will be available if anyone wishes to see it.
- Creature Comforts switched from Frontier to weave.com for VOIP (voice over IP) and saved money.
- Motion made by Judi Leiding, to table this discussion until more options are researched; seconded by Debby York; tabled until next month.
 - This will be listed under Old Business next month.

• **HVAC REPAIRS:**

- Estimate is \$6,244 to fix several units having an issue.
- Unit # 9 (lower level unit) is shut off completely waiting for repair of the motor.
- Patti was asked to get a copy of the most recent contract we have from Elliott-Lewis so that we can get some comparisons.

• **STAFF RECOGNITION:**

- Karen Catina expressed a compliment to employee Katie Miller for her help in setting up a tablet to download books.

NEXT MEETING: Tuesday, February 9, 2021 at 3:00 p.m. in the Community Room of the library.

ADJOURNMENT: Motion made by Carmela Heard, to adjourn the meeting at 3:48 p.m.; seconded by Debby York; meeting adjourned.

Respectfully submitted,

Shereen L. Eckhart

Shereen L. Eckhart
Administrative Assistant