

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

August 12, 2025

CALL MEETING TO ORDER:

- Board President Debby York called the meeting to order at 3:00 p.m.

WELCOME to GUESTS:

- None.

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

PUBLIC COMMENT:

- None.

PRESIDENT:

- No report.

MINUTES:

- Motion made by Robert Reeder, to approve the minutes of June 10, 2025; seconded by Karen Catina; motion carried by unanimous vote.
- The July 8, 2025 meeting was cancelled – no minutes to approve.

CONSENT AGENDA:

- The consent agenda included the following agenda items:
 - Correspondence
 - No report.
 - Calendar
 - August 2025 and September 2025 calendars - emailed to the trustees with the agenda packet.
 - State Library/PaLA
 - The State Aid Library Subsidy Application (SALSA) is due this month - it will be completed shortly and submitted.
 - This has now been submitted.
 - Easton District Center
 - Many other libraries in the district are struggling with nasty patrons and elected officials; we are currently not having the same issues.
 - Question was asked as to what is going on ... Patti reported that Mary Mueser Library in Eason is having nasty patrons come in that give the staff a hard time. This is not happening here at this time.
 - Erin Morrow, Easton District Center Consultant will be at our September meeting.
 - Public Libraries of Monroe County
 - The Pocono Township Library was going to be moving to another building, but was written out of the blueprints. EMPL says they will now just close it. There has been backlash, so this is not over.
 - Pleasant Valley School District
 - No Report.

CONSENT AGENDA (continued):

- Chestnuthill Township
 - No Report.
 - Literacy
 - Nancy gave an update on people interested in tutoring. The end result is we now have five tutors available.
 - History Room
 - No Report.
 - E-Rate
 - We are still awaiting the arrival of the hardware for faster WiFi speeds; it will be installed by Sundance as soon as it arrives. The cost of installation is covered by the Hughes Grant.
 - Personnel
 - Jess Slawter, our Facilities Manager, has given her notice. August 15, 2025 will be her last day. We have hired a custodian to replace her and are training.
 - Greater LV Chamber of Commerce
 - No report.
 - Friends of the Library/Volunteers
 - No report.
 - Fundraising
 - Committee report.
 - Minutes from the July and August meetings were handed out at today's meeting.
 - Next committee meeting has been rescheduled for Tuesday, 9/2/25 at 11 a.m.
 - Foundations/Grants
 - Patti is applying for a grant through General Motors, and needs some information from the Board to apply for the grant.
 - Patti is also applying for the LSA (Local Share Account) through Jack Radar's office. She will have to enter Board information on that as well. This grant will be for 24/7 outside lockers for books that our patrons have requested (similar to the Amazon lockers for deliveries).
 - Public Relations
 - We have acquired what we will be calling Resource Backpacks. These will be given to patrons who are unhoused or in desperate need. They include hygiene items and such. The Hughes Grant is paying for this.
 - Staff Luncheon
 - Nothing scheduled as of right now.
- 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:

- Verbally given.
- Summer Reading Program had 1,817 participants across 23 programs.
- Food Truck Fridays will be starting soon.
- The Petting Zoo has been rescheduled for this Thursday.

TREASURER'S REPORT:

- Un-audited Financials as of July 31, 2025 - emailed to the trustees with the agenda packet.
- New ERC (Employee Retention Credit) account was explained – this is a credit from the IRS for retaining our employees during Covid.

OLD BUSINESS:

- **WISH LIST PROJECT UPDATES:**
 - Judi would like the Friends of the Library worked on.
- **TUITION REIMBURSEMENT:**
 - No report.
- **ROCK BED REPAIR:**
 - This is more of a fall job, and will be worked on slowly.
- **LOWER LEVEL EXTERIOR EXIT DOOR:**
 - Will be discussing options with Richard Pierce after the pavilion.
- **PAYROLL COMPANY:**
 - Paychex has an opportunity for us to let them handle our Employee Handbook updates, legally reviewed. This would ensure all policies and procedures are legally correct and updated as needed. This would cost \$2,934 and would be added into our payroll expenses.
 - The Library Code says we need to have an official Personnel Policy which is currently being worked on. This is a “once and done” policy.
 - Motion made by Jennifer Pandolfo, to approve Paychex updating our Employee Handbook at a cost of \$2,934; seconded by Nancy Gehr; motion carried by unanimous vote.
 - The handbook timeline should be approximately 3-months. The trustees would like everything done through Paychex before they see it for final approval.
- **PAVILION:**
 - Work is continuing to be done behind the scenes. The posts were not put in correctly, and the new builder's engineer will not sign off on the prints unless it is correct.
 - After the necessary clearances are obtained, it should take 2 ½ weeks to complete.

NEW BUSINESS:

- Erin Morrow, Easton District Center Consultant, will be attending our September meeting.
- The following trustees have terms expiring in December of this year: Luanne Freeman, Nancy Gehr and Judi Leiding. Please let Shereen know if you plan on renewing another 3-year term.
 - Nancy and Judi said they will renew. Shereen will talk to Luanne.

NEXT MEETING: Tuesday, September 9, 2025 at 3 p.m.

ADJOURNMENT: Motion made by Judi Leiding, to adjourn the meeting at 3:40 p.m.; seconded by Karen Catina; meeting adjourned.

Respectfully submitted,

Shereen L. Eckhart

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Business Manager