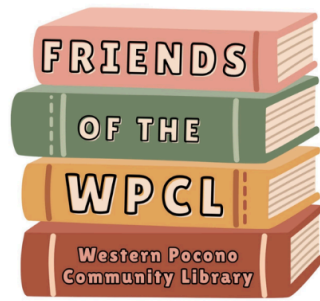




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Friends of the Western Pocono Community Library

Monthly Meeting Minutes

Date: July 15, 2026

Time: 5:31 PM EST – 7:02 PM EST

Location: Western Pocono Community Library

Attendees:

- **Board Members Present:** Brittany Competiello (President & Treasurer), Chelsea Mayo (Vice President & Media Secretary), Kelsey Benedetto (PR Secretary).
- **Library Representatives Present:** Karen Catina (Library Board Member).
- **Community Members Present:** Doris Lane
- **Absent:** Patti (Director - on vacation)

1. Call to Order & Approval of Minutes

- The meeting was called to order at 5:31 PM EST.
- **Approval of Last Month's Minutes:** Brittany read the meeting minutes from last month out loud to the group. Motion to approve by Chelsea, seconded by Doris. Motion carried.

2. PCBL Affiliation

- Nothing to report at this time.

3. Financial & Administrative Updates

- **Banking Update:** The bank account is officially set up. A deposit of \$331 was made at the kiosk. Current bank balance is \$331.
- **PayPal Update:** The account is set up. Next step is the board needs to submit the EIN and bank statements to PayPal in order to secure cheaper non-profit processing rates.

4. Current & Upcoming Events

- **Summer Reading Concession Stand Review:** The first night was good (\$113 in sales + \$23 donations), the second night wasn't as successful (\$47 in sales + \$1 donation).

- **Yard Sale Planning & Status:** We currently have 9 vendors signed up! Brittany is designated to secure the necessary permit for the yard sale. Brittany, Kelsey, and Chelsea mentioned places they handed out flyers for the event.
- **Touch-A-Truck (July 30th @ 4:00 PM):** Brittany will be on vacation, so coverage is needed for the concession stand. Doris is training with Brittany on 7/23 at 4:30 PM, and Kelsey is stopping by at 6:00 PM to observe the setup. Kelsey and Doris will help run the stand at 4:00 PM on 7/30. *Action Item: Reach out to Patti Copp to see if she can also assist.*
- **Official 2026-2027 Event Calendar Waiting to be Approved by the Library:**
 - **Aug 22:** Ice Cream Social w/ games (12:00 PM - 3:00 PM)
 - **September:** Golf Outing
 - **October:** Trunk or Treat
 - **Nov 21:** Chocolate & Wine (with mocktails) *Note: Kelsey will ask her past employer, Dunmore Candy Kitchen, about doing a chocolate table.*
 - **December:** Local Authors Event
 - **January:** Chili & Soup Cook-Off
 - **February:** Chocolate & Coffee
 - *Other Ideas Discussed:* Tricky Tray, Paint & Sip, Trivia Night (Scott) once we get the small games of chance permit.

5. Reports

- **President's Report:** Addressed concurrently during the event planning discussions.
- **Treasurer's Report:** \$331 currently in the bank.
- **Media/PR Secretary Report:** We updated the Facebook, and band logo and we need to create official Facebook events for the upcoming calendar once they events are approved.
- **Director's Comments:** Not present (Patti on vacation).
- **Board Member's Comments:** Lots of great ideas shared regarding the upcoming event calendar. Thank you.

6. Adjournment

- **Motion:** Motion to adjourn the meeting made by Chelsea, seconded by Kelsy.
- The meeting was adjourned at 7:02 PM EST.

Action Items Summary:

1. **Brittany:** Secure the permit for the upcoming Yard Sale.
2. **Board/Volunteer Coordinator:** Ask Patti Copp if she is available to help with the Touch-A-Truck concession stand on July 30th.
3. **Media/PR:** Create digital events on facebook and band for the once the library approves the event calendar.

4. **Doris & Kelsey:** Attend concession stand training/setup observation with Brittany on July 23rd.