

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

*September 14, 2021*

**CALL MEETING TO ORDER:**

- Board President Karin-Susan Breitlauch called the meeting to order at 3:05 p.m.

**WELCOME to GUESTS:**

- None.

**ROLL CALL:** PRESENT: Karin-Susan Breitlauch, Carmela Heard, Karen Catina, Judi Leiding, Patti Weiss and Shereen Eckhart

ABSENT: Luanne Freeman, Robert VanMetter and Debby York

**CORRESPONDENCE:**

- RSVP from Carol Kern accepting invitation to library anniversary reception.

**MINUTES:**

- Motion made by Judi Leiding, to approve the minutes of July 13, 2021; seconded by Karen Catina; motion carried.
- August 10, 2021 meeting was cancelled – no minutes.

**TREASURER'S REPORT:**

- Un-audited financial reports as of August 31, 2021 were given to the trustees.
- New account on the Balance Sheet ... 026 = Savings account opened from CD
- Account 543 includes the tuition payments for Patti's MLS degree
- Questions arose as to how State Aid (account 410) is listed on the Profit & Loss Statement since the "budget" column shows what our total amount expected is, but the "actual" column only shows the 7/12 we received in 2021 (the other 5/12 was received in 2020). This will be corrected on the Profit & Loss Statement next month.

**REPORTS:**

- **CALENDAR:**
  - Friday, September 17 at 12 noon – Library Anniversary reception & plaque dedication
    - Karen will be bringing the sandwiches and Carmela is ordering the cake
    - The Times News will have a reporter here and Jack Rader's office is requesting a citation from Harrisburg for Carol.
- **PRESIDENT:**
  - No report.
- **STATE LIBRARY:**
  - No report.
- **EASTON DISTRICT CENTER:**
  - No report.
- **PUBLIC LIBRARIES OF MONROE COUNTY:**
  - No report.

**REPORTS (continued):**

- **PLEASANT VALLEY SCHOOL DISTRICT:**
  - No report.
- **CHESTNUTHILL TOWNSHIP:**
  - No report.
- **LITERACY:**
  - No report.
- **HISTORY ROOM:**
  - Discussion took place as to what to do with all of the items we have.
    - An idea is to possibly take a portion of the items we have and give them to the areas they pertain to (ie: Chestnuthill Township, Ross Township, etc) so that room can be turned into a “Maker Space” and we would display the history of our library and minimal history of the school district and townships served.
- **E-RATE:**
  - No report.
- **PERSONNEL:**
  - No report.
- **GREATER LV CHAMBER of COMMERCE:**
  - No report.
- **FRIENDS of the LIBRARY / VOLUNTEERS:**
  - No report.
- **FUNDRAISING:**
  - Craft Show – Sat., Nov 20<sup>th</sup> – 22 vendors/27 spaces sold to-date
    - Carmela will take care of the refreshments with Judi helping
  - Lehigh Valley Phantoms hockey game – Sat., Oct 23<sup>rd</sup>
- **FOUNDATIONS / GRANTS:**
  - Received the “After School Fun in a Box Tinkering Kit” Grant from the State
    - This grant is in the form of items valued at over \$3,400, not money.
    - We will be receiving STEM and STEAM items that you would see in many Maker Spaces.
- **PUBLIC RELATIONS:**
  - No report.
- **STAFF/VOLUNTEER CHRISTMAS LUNCHEON:**
  - Took place last Wednesday just before the remnants of Hurricane Ida paid us a visit
    - Everyone in attendance had a good time
    - Thank you Dr. Karin
  - Future Luncheons – 2<sup>nd</sup> Wednesday of the month
    - October 13 – Karen will bring pizza
    - November 10 – Dr. Karin will bring Chinese food
    - Christmas Luncheon – date not decided yet – Carmela and Judi

**REPORTS (continued):**

- ***FUTURE VISION & GOALS of WPCL:***
  - Most recent logo update was emailed last week and agreed upon at today's meeting.
- ***LIBRARY DIRECTOR'S REPORT:***
  - Barcoding project is coming along nicely – we have approximately 45,000 left to go. Many areas of the library are finished, leaving some of the larger areas to work on. We have been selling some books here and there through our “Weed Patches”
  - Programming has been busy and successful; in-person programming came back to the library in September. The staff is wearing masks when the children are in the building.
  - The projector is here and will be mounted shortly.
  - Education update: Classes are going good, *Internship* and *Preservation and Conservation*

**OLD BUSINESS:**

- ***REPLACEMENT OF HVAC UNITS:***
  - Elliott Lewis has been notified, the units have been ordered and work is expected to begin in the next three weeks or so. 50% of the total bill has been paid.
    - The units are expected to ship in late September with a possible install date sometime in mid-October.
- ***LOGO UPDATE:***
  - Most recent logo update was emailed last week and agreed upon at today's meeting.
- ***BARCODE PROJECT:***
  - Barcoding project is coming along nicely – we have approximately 45,000 left to go.
- ***RENEWAL OF TRUSTEES:***
  - Terms expiring in October 2021
    - Dr. Karin-Susan Breitlauch – renewing for another 3-year term
    - Dr. Robert VanMetter – not renewing – October 2021 will be last meeting
  - Possible replacements
    - Randy Detrick – Blue Ridge Winery – Ross Township - declined – too busy
    - Jacqueline Mock – last served in 2018 – would be our 3<sup>rd</sup> Eldred Township
    - Robert Reeder – last served in 2006 – Chestnuthill Township – awaiting reply
    - Christine Reeder – would be our 4<sup>th</sup> teacher – awaiting reply
    - Sent email to Ross Township Supervisors – awaiting reply
    - Contacted Chestnuthill Township Supervisors – awaiting reply
  - It was suggested that when sending the letter to the school district (if we do not have someone yet to fill Dr. Bob's position) the letter should say that we have a vacancy and possibly could be looking to fill three positions increasing our Board to nine people.
  - Patti shared that with the classes she is taking, it was mentioned that boards should not be top heavy in any one area (vocation, gender, township) but to have diversity and equal representation as much as possible.
  - A bunch of various business owners in the area were suggested to see if any of them would like to be considered for our board. Patti will reach out to them.

**NEW BUSINESS:**

- ***SOCCKER FIELD CONTRACT:***
  - Up for annual renewal
    - Motion made by Karen Catina, to approve renewing the contract with West End Soccer League as presented; seconded by Carmela Heard; motion carried.
  
- ***POCONO MOUNTAINS ART GROUP:***
  - This local art group is looking to use our space to hold meetings and display their paintings for sale.
  - It was discussed and agreed upon that yes they could display their paintings with a brochure stating who to call if they are interested in purchasing any of the painting at the end of the month.
    - Displays would be one month on, one month off and rotate that way – which gives other groups the opportunity to display their items as well.
    - Future dealings with this (or any) group coming in to use our facility should go directly to Patti.
  
- ***INVESTING LIBRARY MONEY:***
  - Dr. Karin brought up the fact that currently the library is sitting on a large fund balance and she feels it is not financially responsible for the board to let that money sit there earning little to no interest when investing it would better the library.
    - It was mentioned that there are possible projects coming up that will take our fund balance down - such as putting a pavilion next to our extended parking lot.
  - Shereen will contact library accountant, Frank Mullane, for his thoughts.

**NEXT MEETING:** Tuesday, October 12, 2021 ... 2:30 p.m. Annual Meeting ... 3:00 p.m. Monthly Meeting

**ADJOURNMENT:** Motion made by Karen Catina, to adjourn the meeting at 5:00 p.m.; seconded by Carmela Heard; meeting adjourned.

Respectfully submitted,

*Shereen L. Eckhart*

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Administrative Assistant