

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

*April 22, 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, Jennifer Pandolfo, Judi Leiding, Karen Catina, Patti Weiss and Shereen Eckhart  
ABSENT: Nancy Gehr and Luanne Freeman

**PUBLIC COMMENT:**

- None.

**PRESIDENT:**

- No report.

**MINUTES:**

- Motion made by Jennifer Pandolfo, to approve the minutes of March 11, 2025; seconded by Robert Reeder; motion carried by unanimous vote.

**CONSENT AGENDA:**

- The consent agenda included the following agenda items:
  - Correspondence
    - No report.
  - Calendar
    - The April 2025 calendars were emailed to the trustees with this agenda.
    - The May 2025 calendars were handed out during the meeting.
  - State Library/PaLA
    - Ashley and Patti attended the Statewide Gathering on Monday, April 14 in Williamsport. They met with staff of the Office of Commonwealth Libraries and the Bureau of Library Development.
  - Easton District Center
    - District Negotiated Agreement has been signed.
  - Public Libraries of Monroe County
    - No report.
  - Pleasant Valley School District
    - No Report.
  - Chestnuthill Township
    - No Report.
  - Literacy
    - No report.
  - History Room
    - No report.

**CONSENT AGENDA (continued):**

- E-Rate
  - No report.
- Personnel
  - No report.
- Greater LV Chamber of Commerce
  - No report.
- Friends of the Library/Volunteers
  - No report.
- Fundraising
  - Committee, met Thursday, April 17<sup>th</sup> at 11 a.m. – two events decided on.
    - Thursday, July 31<sup>st</sup> is the final day Summer Reading Program which ends with the “Touch-a-Truck” event that, due to logistics, cannot be charged for. During this event, we will have some food trucks available from 4:00 to 8:00 p.m. that will be part of the fundraiser.
    - Saturday, November 22<sup>nd</sup> from 11 a.m. to 3 pm., in place of the craft show, will be our “Wine, Beer, Chocolate” event. This event will feature local wineries, breweries and candy makers who will pay a \$50 fee to have a table in the walking track. The public will have to purchase a \$25 admission ticket that will give them five (5) tastings with additional tastings available for purchase. The public may, if they choose, purchase from the vendors.
  - Next committee meeting is Thursday, May 8<sup>th</sup> at 11 a.m.
- Foundations/Grants
  - Hughes Grant will be submitted this month – we are up to \$48,000 so far for programming, continuing education and conferences, iPad monthly fees, E-Rate installation, ventilation for the laser cutter, replacement of TVs, new adult seating in the children’s area, sound garden instruments and our portion of the E-Rate technology hardware. We could also possibly ask for landscaping as well.
  - Monroe County Bar Foundation will be submitted in June. Three years ago, we received \$8,000 for our Maker Space.
  - Will hear from Dollar General in May or June whether or not we received any of those grants.
  - As reported last month, we did receive the Herman's Garden Seed Donation. This is a donation of 50 packets of seeds for our seed library.
  - Patti submitted a grant to the Pocono Mountains Visitors Bureau and should hear the outcome of this by May. This grant is a matching grant, the library would have to either raise or support the program (approximately \$2,500) Sound Garden
  - Once the grant is open for the gambling money, Patti will submit that one to be used for the after-hours outside lockers.
- Public Relations
  - No report.
- Staff Luncheon
  - Next Staff Development Day will be either June 25<sup>th</sup> or 26<sup>th</sup> and will be a full day closure. Mandated reporter training is one item on the agenda.

**CONSENT AGENDA (continued):**

- Motion made by Judi Leiding, to approve the consent agenda as presented, with the additional comments as noted; seconded by Robert Reeder; motion carried by unanimous vote.

**DIRECTOR'S REPORT:**

- A chart of our statistics was given to the trustees.

**TREASURER'S REPORT:**

- Un-audited Financials as of March 31, 2025.
- Frank Mullane will be at the library Thursday at 12 p.m. for the "in-house" part of our audit.

**OLD BUSINESS:**

- **WISH LIST PROJECT UPDATES:**
  - No report.
- **TUITION REIMBURSEMENT:**
  - No report.
- **ROCK BED REPAIR:**
  - Quote came in today from Yellowstone Landscaping for our rock beds. \$15,000 which includes a full season of mowing and clean-up of the whole property.
  - Altemose & Son Lawn Care was recommended by Karen for our mowing, etc.
- **LOWER LEVEL EXTERIOR EXIT DOOR:**
  - No report.
- **PAYROLL COMPANY:**
  - No report.
- **POSITIONAL PAY RANGES:**
  - This should not have been on the agenda this month. It was removed last month.
- **PAVILION:**
  - Fence has been placed around the damage. Have received notice from Westfield that the pavilion replacement would be covered. Getting some estimates – will be hard to do without lifting the roof first. Richard Pierce Builder, Inc. is willing to lift it up and get us a quote.
  - Debby asked about the sink that we paid Brian Roy Construction for as part of the contract, but he never delivered. Patti will contact Brian.

**NEW BUSINESS:**

- **EAGLE SCOUT PROJECT:**
  - We have another scout doing their Eagle Scout Project here at the library. This will be the beginning of a Sound Garden. She will be placing a musical instrument made out of PVC piping in the garden area, it is cut to different lengths to make different sounds. We will be using grant money to add to this garden throughout the summer.
- **EVALUATIONS:**
  - The Board evaluates Patti, Patti and Shereen evaluate the rest of the staff. To date, Patti has not had an evaluation as library director. The Board would like blank evaluations emailed to them. The Board will then decide when they will discuss the evaluation.

**NEXT MEETING:** Tuesday, May 13, 2025 at 3 p.m.

**ADJOURNMENT:** Motion made by Robert Reeder, to adjourn the meeting at 3:28 p.m.; seconded by Jennifer Pandolfo; meeting adjourned.

Respectfully submitted,

*Shereen L. Eckhart*

Shereen L. Eckhart  
Business Manager