

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

*March 11, 2025*

**CALL MEETING TO ORDER:**

- Board President Debby York called the meeting to order at 2:58 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 February 4, 2025; seconded by Judi Leiding; motion carried by unanimous vote.

**CONSENT AGENDA:**

- The consent agenda included the following agenda items:
  - Correspondence
    - No report.
  - Calendar
    - The March 2025 calendars were emailed to the trustees with this agenda.
  - State Library/PaLA
    - No report.
  - Easton District Center
    - Annual Report submitted to Erin, Easton Area District Consultant.
    - Waiting on Frank.
  - Public Libraries of Monroe County
    - No report.
  - Pleasant Valley School District
    - No Report.
  - Chestnuthill Township
    - No Report.
  - Literacy
    - No report.
  - History Room
    - Jess, our Facilities Manager, will be going to a workshop at the end of the month. The workshop is about Archives and proper handling and storing of archival materials.

**CONSENT AGENDA (continued):**

- E-Rate
    - Category Two E-Rate process is still going on, decisions will be made shortly and I will be asking for a portion of the Hughes Grant to cover some of the cost of the non-discounted prices. We receive an 80% discount on the technology hardware and are responsible for 20%. Other libraries are using the Hughes Grant to pay the 20% they are responsible for.
  - Personnel
    - No report.
  - Greater LV Chamber of Commerce
    - No report.
  - Friends of the Library/Volunteers
    - No report.
  - Fundraising
    - Fundraising Committee, can we meet Tuesday March 18<sup>th</sup> at 10 a.m.?
      - Time changed to 11 a.m. on March 18<sup>th</sup>.
  - Foundations/Grants
    - Several grants were sent in recently, we did receive notice that we won the Herman's Garden Seed Donation. This is a donation of 50 packets of seeds for our seed library. No news from any of the other grants as of this time.
    - Bob asked about the other grant that had been discussed for after-hours outside lockers. Patti said that the gambling money would be used for this.
  - Public Relations
    - No report.
  - Staff Luncheon
    - No report.
- Motion made by Karen Catina, to approve the consent agenda as presented, with the additional comments as noted; seconded by Jennifer Pandolfo; motion carried by unanimous vote.

**DIRECTOR'S REPORT:**

- Statistics were verbally given with our numbers continuing to show signs of growth.
- Many of the toys in the children's department have been temporarily removed due to unsafe and inappropriate behavior by the children. The toys are available by request and will be slowly reintroduced as behavior improves. Those who continue to throw toys and things around that department might have to be asked to leave the library.
- The library will be closed for 2-hours on Thursday to bring the staff up to speed on changes happening around the library ... from the weeding and rearranging of the Young Adult section to the use of the new payroll system (Paychex).
- A mural is being painted in the walking track depicting different literary genres by Phoebe, a young lady working on achieving her Girl Scout Gold Award.
- On March 27<sup>th</sup> Patti will be going to Bethlehem Library for a meeting with people from the Allentown, Bethlehem and Easton districts to discuss how the resource sharing is going for everyone.

**TREASURER'S REPORT:**

- Un-audited Financials as of February 28, 2025.
- Certificate of Deposit at ESSA – Matured February 22, 2025
  - Interest rates were shared with the trustees via email as discussed last month.
  - Ultimately, the trustees voted to go with the one-year, 4% APY CD at ESSA.
  - Motion made by Robert Reeder, to confirm that the board unanimously approved, via email vote, rolling over the CD at ESSA for a term of one-year with an APY of 4%; seconded by Karen Catina; motion carried by unanimous vote.

**OLD BUSINESS:**

- ***WISH LIST PROJECT UPDATES:***
  - No report.
- ***TUITION REIMBURSEMENT:***
  - No report.
- ***ROCK BED REPAIR:***
  - No report – having a hard time finding someone willing to do it.
- ***LOWER LEVEL EXTERIOR EXIT DOOR:***
  - Patti will be reaching out to other companies to see about getting some quotes and what the next steps should look like. It was recommended to reach out to Brad Grammes or the school district or township to see if they can recommend any engineers to advise us on this project.
- ***PAYROLL COMPANY:***
  - First payroll with the company has been processed and we have some adjustments to make. The staff is happy that they are receiving direct deposit, and although not everyone likes change, it seems to be a step in the right direction.
- ***PAVILION:***
  - As of Friday March 7, 2025, Patti has not heard back from the insurance company. She has left a message for our claims representative to call her back. She was informed that it could take some time for decisions to be made. The trustees asked Patti to contact the insurance company to get a fence put up around the pavilion for safety/security reasons.

**NEW BUSINESS:** None.

**NEXT MEETING:** Tuesday, April 8, 2025 at 3 p.m., some trustees unavailable. Meet April 22<sup>nd</sup> if needed.

**ADJOURNMENT:** Motion made by Karen Catina, to adjourn the meeting at 3:32 p.m.; seconded by Judi Leiding; meeting adjourned.

Respectfully submitted,

*Shereen L. Eckhart*

Shereen L. Eckhart  
Business Manager