

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

March 8, 2022

CALL MEETING TO ORDER:

- Board President Karin-Susan Breitlauch called the meeting to order at 11:59 a.m.

WELCOME to GUESTS:

- None.

ROLL CALL: PRESENT: Karin-Susan Breitlauch, Carmela Heard, Karen Catina, Judi Leiding, Debby York, Robert Reeder, Luanne Freeman (via phone), Patti Weiss and Shereen Eckhart.

PRESIDENT:

- Dr. Karin reported that three trustees requested a meeting with her concerning her personal problem of a federal tax issue that has been going on for 7-years and is still ongoing, with no resolution and which she is working on restitution. Dr. Karin said she refused this meeting as it would have been a violation of the Sunshine Law. She then asked that anyone in the room who had questions, ask them now, otherwise, this issue will be put to bed. Dr. Karin also mentioned that should anything come up that would in any way reflect on the library, that she would discuss it at that time publicly at a board meeting with all members present.
 - Carmela Heard spoke up to say she was one of the three that requested a meeting, as executive officers, in hopes of finding the most respectful way to discuss this issue.
 - Judi Leiding spoke up to clarify that they wanted to speak to Dr. Karin, not as a gossip session, but from a point of being concerned for the best interest of the library.
 - Karen Catina said the request came from being concerned, nothing else.
 - Robert Reeder asked if this had anything to do with the library or if the library was listed in any paperwork concerning the issue. Dr. Karin replied that it is not, thus, Bob had no problem with the issue at hand. No other questions were asked.

MINUTES:

- Motion made by Debby York, to approve the minutes of February 15, 2022; seconded by Robert Reeder; motion carried by unanimous vote.

CONSENT AGENDA:

- The consent agenda included the following agenda items:
 - Correspondence
 - Calendar
 - State Library/PaLA
 - Easton District Center
 - Public Libraries of Monroe County
 - Pleasant Valley School District
 - Chestnuthill Township
 - Karen Catina spoke to Chestnuthill Township Supervisor, Chuck Gould, in reference to our History Room items.
 - Literacy
 - History Room
 - Karen Catina reported that the Chestnuthill Township Historical Society is meeting soon and she will get info/suggestions on the items we have.
 - Dr. Karin said that West End Rotary will help also.
 - E-Rate
 - Personnel

CONSENT AGENDA (continued):

- The consent agenda included the following agenda items (*continued*):
 - Greater LV Chamber of Commerce
 - Friends of the Library/Volunteers
 - Fundraising
 - Foundations/Grants
 - Public Relations
 - Staff/Volunteer Luncheon
 - Future Vision & Goals of WPCL
 - Director's Report
- Motion made by Debby York, to approve the consent agenda as presented, with the additional comments as noted; seconded by Carmela Heard; motion carried by unanimous vote.

TREASURER'S REPORT:

- Un-audited financial reports as of February 28, 2022 were given to the trustees.
- Frank Mullane performed the in-house portion of our annual audit on March 3, 2022 and will have the entire audit complete by the March 18, 2022 deadline to submit the Annual State Report.
- Dr. Karin would like it noted in the minutes that we currently have a fund balance of \$1.922M.

OLD BUSINESS:

- None.

NEW BUSINESS:

- **WISH LIST:**
 - As directed by the board of trustees, due to our large fund balance, Patti & Shereen came up with a wish list of items/projects they would like to have/see done at the library – this list was discussed at length with the following projects approved to get started right away.
 - Motion made by Robert Reeder, to work on and accomplish the following five (5) items: repair and replace complete sidewalks, safer lighting for the parking lot and around the building, additional security cameras, improvement of food service capabilities in the lower level and new carpeting; seconded by Judi Leiding; motion carried by unanimous vote.
 - It was mentioned that the Pavilion can be worked on in the background while everything else is underway.
 - Motion made by Luanne Freeman, to approve the purchase of a snow blower; seconded by Judi Leiding; motion carried by unanimous vote.
 - Motion made by Luanne Freeman, to approve the purchase of a zero-turn lawn mower and maintenance plan; seconded by Judi Leiding; motion carried by a vote of 5-yes votes to 2-no votes..
 - Motion made by Luanne Freeman, to approve the purchase of an inflatable movie screen and outdoor projector; seconded by Karen Catina; motion carried by unanimous vote.
 - Additional items still under consideration include (but are not limited to):
 - Continuing education budget for staff – the board requested more information.
 - Upgrade to the Children's Department – furniture and wall fixtures.
 - Clips that give us the ability to hang artwork – local art displays.
 - If grant money does not come through ...
 - Upgrading all adult literacy supplies.
 - Adding to our "Maker Space" supplies.

NEW BUSINESS (continued):

- ***WISH LIST (continued):***

- The Balance Sheet will be account # 026 (Savings from CD) renamed to Wish List Savings Account and money will be transferred out of that account into account # 023 (Depreciation Fund) to cover the cost of physical repairs/upgrades.

NEXT MEETING: Tuesday, April 12, 2022 at 12:00 p.m. in the Community Room of the library

ADJOURNMENT: Motion made by Debby York, to adjourn the meeting at 1:02 p.m.; seconded by Robert Reeder; meeting adjourned.

Respectfully submitted,

Shereen L. Eckhart

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Administrative Assistant