

Pocono Mountain Public Library Library Board Monthly Meeting AGENDA

Trustees:

Jill Gunther, President (CT) 2022-2024

Danielle Travagline, * Vice-President (CT) 2023-2025

Deatra Cummings, Treasurer (CT) 2024-2026

Mary Mallard Barlieb,* Secretary (CT) 2024-2026

Stacy Stewart-Keeler* (MPB) 2022-2024

Ann Kolodzey (CT) 2023-2025

Barbara Tyrrell (MPB) 2024-2026

Barbara Wilson (MPB) 2023-2025

Mackenzie Wilson (MPB) 2022-2024

*appointed by PMPL Board of Trustees

Ann C. Shincovich, Library Director

Danielle M. Mulcahey, General Counsel

The library board meets on the first Wednesday of each month at 7:00 pm, unless otherwise noted. This agenda is posted 24 hours in advance of the meeting on the library's website, www.poconolibrary.org/meeting-agendas. Emergency new business not on the posted agenda will require a motion to add that business to the current agenda during the meeting, and then a separate motion will be made on that business only as needed. Members of the board may attend any meeting by conference call, Zoom, or in-person, and that attendance constitutes a quorum and a legitimate vote.

December 11, 2024 7:00 p.m.

MEETING BY PHONE BECAUSE OF WEATHER

Call to Order, Determination of Quorum

Pledge of Allegiance

Approve Minutes of October 2, 2024 (MOTION REQUIRED)

There was no quorum for the November 6, 2024 meeting.

Public Input (5 minutes per individual)

Treasurer's Report – November & December

Approval of Treasurer's Report (MOTION REQUIRED)

Invoices to be Approved (MOTION REQUIRED)

Approval of Monthly Paid Since Checks for payroll expenses (MOTION REQUIRED)

Additional Financial Reports – no motions required

ESSA Money Market Account for Loan A

2024 Budget v. Actual year to date

Donations and Grants (summary)

Local Tax Revenues Received (summary)

Old Business & Information:

1. Update about legal matter for discovery phase. *[EXECUTIVE SESSION]*
2. Coolbaugh Township emergency loan is executed for two \$50,000 payments, one in December and one in January 2025.
3. The library received the Federal Employee Retention Credit payment of \$29,945, after fees.
4. Note officers with terms ending December 31, 2024, highlighted in yellow above.
5. Financial review of year-end strategy using Budget v. Actual report. The library is stabilized from the \$37,4431 from the Federal Employee Retention Credit (ERC) and the first \$50,000 emergency loan from Coolbaugh Township.
6. The following policies need to be approved (*see attached*):
 - Social Media Policy
 - Acceptable Use Policy for Internet Access and Internet Safety Policy
 - Collections Development Policy
7. The Five-Year Plan 2025 – 2030 should be adopted (*see attached*).
8. Both municipalities had presentations. The presentations will be modified and posted on the library's website as an "annual report" to use as a white paper. *[Copies of reports from presentations are available upon request.]*
9. The library's annual audit and IRS 990 were completed. *[Copies of the audit and 990 are available upon request].*

New Business & Information:

1. Monthly library statistics – *see attached data*
2. The January 1, 2025 board meeting needs to be rescheduled to January 8 because the library is closed for New Year's Day on January 1.
3. Interest in a wine and cheese evening at the Wills Mansion for the Library Board?

Fundraising

1. Grants and fundraisers
 - Basket of Cheer drawn Thursday December 19.
 - Please have tickets and money back to the library by 12/18.
 - Year-end match drive December 2024 through February 14, 2025.
 - Any interest in making a donation for the match base?

Correspondence

Announcements/Upcoming Programs/Outreach Events – See attached Newsletter

Business for Next Meeting on January _____, 2025

Adjournment