

Pocono Mountain Public Library Library Board Monthly Meeting AGENDA

Trustees:

Jill Gunther, President (CT) 2022-2024
Danielle Travagline, * Vice-President (CT) 2020-2022
Phyllis Williams, Treasurer (CT) 2020-2022
Mary Mallard Barlieb,* Secretary (CT) 2021-2023

Stacy Stewart-Keeler* (MPB) 2022-2024
Deatra Cummings (CT) 2021-2023
Barbara Tyrrell (MPB) 2021-2023
Barbara Wilson (MPB) *remainder term* →2022
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. In extraordinary circumstances, emergency business not on the agenda will require a motion to add that emergency business to the current agenda, and then a separate motion will be made on that emergency business only as needed.

Because of Covid-19 best practices, this meeting will take place at the library with a total limit of 35 people in the room, including members of the Board and staff. 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. Face masks are recommended by all who attend in-person board meetings, regardless of vaccination status. We encourage social distancing, and we appreciate if the public avoid coming to the meeting if they are sick or exposed to any person who is sick. Otherwise, the public is welcome to attend. Any above restrictions, practices, or guidelines may be altered if a local increase in Covid-19 infection rates makes it prudent to do so.

May 3, 2022 7:00 p.m.

Call to Order, Determination of Quorum

Pledge of Allegiance

Approve Minutes of April 6, 2022 (MOTION REQUIRED)

Public Input (*5 minutes per individual*)

Treasurer's Report

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

1st Quarter 2022 report

2022 Budget v. Actual year to date

Donations and Grants (summary)

Local Tax Revenues Received (summary)

Old Business & Information:

1. Update on library's legal complaint with Library Counsel, Danielle Mulcahey. (EXECUTIVE SESSION, POSSIBLE MOTION REQUIRED)
2. Comments for the library SWOT analysis.

New Business & Information:

1. Monthly library statistics – *See attached data.*
2. Overview of Marketing Audit performed by Laurie Monteforte of Strong Mountain Media. Ms. Monteforte wants to attend a meeting to answer questions, discuss her findings, and recommend planned solutions over the next two years to remedy problems and put the library on the right path.
3. Engagement of Carolyn Walker for \$1,000.00 to help with website upgrades, improvements, SEO functionality, etc. Please see attached Scope of Work.
4. It is time to advertise for more staff (approximately 1.5 FTE (52.5 hours/week) total labor) so we can increase hours and bring back Wednesday evening.

Fundraising

1. The application for the R. Dale & Frances Hughes Foundation was submit. A request was made for a total of \$25,195 for two maker space tables and stools (\$13,603); sealcoating and crack filling the parking lot (\$4,929); and computer network and Wi-Fi upgrades (\$6,663).
2. Next year, 2023, the library's new building will celebrate 10 years of operations. We should begin planning for a 10 year community "open house" type event and fundraising drive for July 2023.
3. In-library fundraising event.... Overnight family "camp-out" (Feb or March 2023)???
4. Other ideas???
5. Should we reestablish the fundraising committee?

Correspondence

Announcements/Upcoming Events

Please see attached list of programs for May 2022.

Business for Next Meeting on June 1, 2022

Adjournment