

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, September 9, 2021

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 7:30p.m. in the library.

Present:

Mark Sullivan, Regional Library Director
Fran Lloyd - President
Denise Shaffer, Secretary
Kathy Betz, Co-Treasurer
Joan Shafer, Co-Treasurer
Melissa Sassaman
Tom Ernst

Guest:

Staff of the library

Absent:

Pat Fried – Vice-President

MINUTES OF THE PREVIOUS MEETING:

Motion to accept by Joan Shaffer. Tom Ernst seconded and the motion carried.

FRIENDS OF THE LIBRARY REPORT:

Nothing to report. The friends do not meet until September 10, 2021.

LIBRARIAN'S REPORT:

Provided by Andrea.

FINANCIAL REPORT:

The audit was complete by Hutchinson, Gillahan & Freeh, PC and all went well. Fran Lloyd signed the audit to get returned to the accountants.
Tom Ernst made a motion to approve the treasurer's report. Melissa seconded and the motion carried.

PRESENTATION/ACTION ON BILLS:

Denise Shaffer made a motion to ratify payments in the amount of \$10,245.59. Melissa Sassaman seconded and the motion carried.

Melissa Sassaman made a motion to approve payments to be made in the amount of \$9,462.70.
Tom Ernst seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Kathy):

Landscaping plant that died.
Still searching for person to remove snow.

The board is suggesting that the cleaning staff come in and spend a regular day to clean office for the new Director

PERSONNEL (Pat, Fran):

An offer has been sent to a potential Director on September 8, 2021. The individual has requested a week to make the decision.

BUDGET/FINANCE (Kathy, Joan, Denise):

A patron endowed the library with a check in the amount of \$154,512.40. The money will be put into a separate account in the future.

COMPUTER/OPERATING (Denise, Fran, Melissa):

Nothing to Report.

POLICIES/BYLAWS (Fran, Pat, Kathy):

Benefits, holiday and PTO policies need to be reviewed.

OLD BUSINESS:

Patty finished out position as the Director on September 3, 2021.

NEW BUSINESS:

Concern: Director's position, we informed an offer was made; maintenance issues – lights changed or any issues. Joannie offered to be the contact person or they can call Phil Bankos directly; a plant died in the new landscaping and we will contact Smiley's to replace in the fall; Changes to staffing must be left to a new director; snow shoveling-looking currently for a person to contract with; Community involvement of the new Director; Saturday staffing is an issue; Involvement in with the school district; IT issues.

ADJOURNMENT : Motion made by Kathy Betz, seconded by Joan Shafer and the motion carried.

NEXT MEETING: October 14, 2021 at 6:30 p.m.

Respectfully Submitted,
Denise Shaffer, Secretary