

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
**BOARD OF TRUSTEES MEETING - MINUTES**  
Thursday, October 14, 2021

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:32p.m. in the library.

**Present:**

Fran Lloyd - President  
Pat Fried – Vice-President  
Denise Shaffer, Secretary  
Kathy Betz, Co-Treasurer  
Joan Shafer, Co-Treasurer  
Melissa Sassaman  
Tom Ernst

**Absent:**

**MINUTES OF THE PREVIOUS MEETING:**

Motion to accept by Pat Fried. Melissa Sassaman seconded and the motion carried.

**FRIENDS OF THE LIBRARY REPORT:**

No report provided.

**LIBRARIAN'S REPORT:**

The director's office is ready for cleaning and painting.  
The state aid report is due next month. Mark Sullivan is assisting Christine and Andrea to get this accomplished. Christine will be the submitter and Marva will be the witness.  
Copiers and phone systems need to be upgraded.  
Library will close at 12:30 the day before Thanksgiving.

**FINANCIAL REPORT:**

A tax revenue check came in the mail this week is at the library and not deposited in the amount of \$342,974.90.

There is a petty cash account that has never been reported on the banking sheet. Kathy Betz will ask Marva to start including this. The current balance is \$657.00.

A health insurance refund was returned due to ACA. The employees that contributed will be receiving 15%, \$210 or \$70/person, returned to them in payroll with taxes deducted as the original was tax free. Patty will receive her refund less taxes as well.

Pat Fried made a motion to approve the treasurer's report. Tom Ernst seconded and the motion carried.

**PRESENTATION/ACTION ON BILLS:**

Pat Fried made a motion to ratify payments int the amount of \$9,562.82. Melissa Sassaman seconded and the motion carried.

Denise Shaffer made a motion to approve payments to be made in the amount of \$2,842.40.  
Tom Ernst seconded and the motion carried.

**COMMITTEE REPORTS/DISCUSSIONS:**

**BUILDING AND GROUNDS** (Joan, Kathy):

Concrete is being poured for the sidewalks.

The burned out light bulbs are almost all replaced throughout the library.

Tom Ernst will work with Phil Bankos to get the filters replaced on the rooftop units.

**PERSONNEL** (Pat, Fran):

Fran Lloyd will post the job on LinkedIn.

Andrea will ask Mark Sullivan if there are out of state list postings that we can advertise on.

**BUDGET/FINANCE** (Kathy, Joan, Denise):

Kathy Betz will go to Truist and speak to the Tonya, our account person, to get information on the bank accounts and signers on the account.

**COMPUTER/OPERATING** (Denise, Fran, Melissa):

We are recommending that Andrea get quotes for IT.

**POLICIES/BYLAWS** (Fran, Pat, Kathy):

Nothing to Report.

**OLD BUSINESS:**

**NEW BUSINESS:**

Joan Shafer will meet with the insurance rep from Langley to review the Selective Insurance building policy.

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

**NEXT MEETING:** November 11, 2021 at 6:30 p.m.

Respectfully Submitted,  
Denise Shaffer, Secretary