

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, January 13, 2022

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:30p.m. in the library.

Present:

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

Guest:

MINUTES OF THE PREVIOUS MEETING:

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

FRIENDS OF THE LIBRARY REPORT:

Nothing to Report.

LIBRARIAN'S REPORT:

Credit cards were cancelled in all past names. The library staff will use Lorraine's card. When a new librarian starts, a new card can be applied for.

The new credit card machine has arrived. The bank will provide an activation code for the machine to work.

FINANCIAL REPORT:

Denise Shaffer made a motion to accept the treasurer's report. Pat Fried seconded and the motion carried.

PRESENTATION/ACTION ON BILLS:

Melissa Sassanian made the motion to ratify payments in the amount of \$8,786,27. Tom Ernst seconded and the motion carried.

Pat Fried made the motion to approve payments in the amount of \$881.15. Denise Shaffer seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Kathy, Tom):

Joan and Tom met with the Phil Bankos and Stephen Seier with the school district. A handyman should be looked for, someone that is insured. Tom will stop in to see Mr. Fix-It. Fran recommended Lehigh Valley Plumber, Allen, for any plumbing issues that arise. Stephen Seier with the school district continues to look into getting the lights replaced.

PERSONNEL (Pat, Fran, Melissa):

The board reassured Christine that she and Andrea are doing a great job while we are without a director.

Mark Sullivan is recommending we include the salary range in the job description.

Melissa provided quotes for advertising the job with a job search site, Monster.com and CareerBuilder. Kathy will get the add on CareerBuilder, \$219 level, and Whitehall Copley Press to get the job ad in the paper.

Pat reached out to Kutztown University but they are not in until January 23rd at which time she will contact them again.

BUDGET/FINANCE (Kathy, Joan, Denise):

Nothing to Report.

COMPUTER/OPERATING (Denise, Fran, Melissa):

Andrea provided quotes from EZ Micro and Mid-Atlantic Technology. Mid-Atlantic Technology provided a poor quote and is not being considered.

Kathy will reach out to one more company T-III that her church uses for an additional quote and the board will make a decision next month to hire an outside IT company for the library computer needs.

POLICIES/BYLAWS (Fran, Pat, Kathy):

COVID policies are being worked at other libraries and they will share with Whitehall to review for adopting to stay consistent within LCLC.

OLD BUSINESS:

NEW BUSINESS:

ADJOURNMENT : Motion made by Pat Fried at 8:07, Kathy Betz seconded by and the motion carried.

NEXT MEETING: February 10, 2022 at 6:30 p.m.

Respectfully Submitted,
Denise Shaffer, Secretary