

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
**BOARD OF TRUSTEES MEETING - MINUTES**  
Thursday, March 10, 2022

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:36p.m. in the library.

Present:

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

**MINUTES OF THE PREVIOUS MEETING:**

Motion to accept by Kathy Betz. Pat Fried seconded and the motion carried.

**FRIENDS OF THE LIBRARY REPORT:**

Nothing to report. Meeting March 11<sup>th</sup> and Susan will inquire if this is the final meeting.

**LIBRARIAN'S REPORT:**

A maintenance to-do list was prepared by the staff.

IT will be looked at by Susan. Susan will discuss with Andrea the quotes received and look to bring to the board her recommendations.

Susan attended a Sunshine Law program and will ensure that the law will be followed in regards to the public awareness of the Board meetings and any other shortfalls she sees within the library.

**FINANCIAL REPORT:**

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

**PRESENTATION/ACTION ON BILLS:**

Pat Fried made a motion to ratify payments in the amount of \$6,255.90. Tom Ernst seconded and the motion carried.

Melissa Sassaman made a motion to approve payments in the amount of \$2,969.29. Tom Ernst seconded and the motion carried.

**COMMITTEE REPORTS/DISCUSSIONS:**

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

Tom has offered to look at the list of maintenance needs and repair what he can. If Tom is unable to repair things, he will contact the 'handyman'.

We are suggesting that Susan inspect and make a list of what would make the library, inside and out, more inviting.

**PERSONNEL** (Pat, Fran, Melissa):

Health insurance quotes should be looked at as the current insurance expires in July. Susan will seek out new brokers.

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

Marva has begun to work on the budget and will make the committee aware when it is ready to review.

Denise will send the last fundraising letter to Susan for an April mailing.

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

Susan will look at the computer needs and report to the board in a future meeting.

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

Request for reconsideration policy will be worked on as Susan has experience in this policy.

**OLD BUSINESS:**

**NEW BUSINESS:**

Susan will begin working on a strategic plan to present to the board.

**ADJOURNMENT:** Motion made by Kathy Betz at 8:16. Pat Fried seconded by and the motion carried.

**NEXT MEETING:** April 14, 2022 at 6:30 p.m.

Respectfully Submitted,  
Denise Shaffer, Secretary