

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, April 14, 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
Melissa Sassaman
Tom Ernst
Joan Shafer

MINUTES OF THE PREVIOUS MEETING:

Motion to accept by Pat Fried; Tom Ernst seconded and the motion carried.

LIBRARIAN'S REPORT:

- The library's fundraising letter has been completed. 300 letters will be sent out tomorrow.
- A yard sale has been scheduled for May 20 - 21 at the library. Donated items will be accepted for sale.
- Donations of books are also being accepted for the Book Sale to be held June 17 - 18.
- The LCLC has \$25,000 in unallocated funds which will be used toward member libraries' software, CPR classes, LCLC marketing and eBooks.
- Most WTPL staff members have completed mandated reporter training. PA criminal background check, child abuse history clearance and federal criminal history check is in progress.
- Susan recommends creating a 20 - 24 hour per week position to help expand the Children's Program and to assist at the circulation desk.

The person in this position would design and implement crafts and games for teens. Susan highlighted the importance of retaining teenage library patrons by offering programming for them.

Lorraine is running preschool story time. Susan would like to extend story time to other age groups. She believes that library patronage numbers are down because of reduced programming.

Further discussion of this issue will be tabled until May, during the budget process.

- Whitehall-Coplay School District outreach efforts include:
 - The Middle School Leo Club assisted with the library fundraiser mailing on April 7th.
 - WTPL staff presence at WCSD kindergarten preview and family nights.

- Whitehall Active Community Center outreach efforts include:
 - Introduction to Computers class held on April 19th. The classes will continue monthly.
 - A potential book lending service at the WACC.
- Summer programs for children and adults are being planned for May and June.

FINANCIAL REPORT:

Pat Fried made a motion to accept the treasurer’s report. Melissa Sassaman seconded and the motion carried.

PRESENTATION/ACTION ON BILLS:

Tom Ernst made a motion to ratify payments in the amount of \$3,212.99. Melissa Sassaman seconded and the motion carried.

Pat Fried made a motion to approve payments in the amount of \$1,367.92. Tom Ernst seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Kathy, Tom):

- Estimates for painting the following areas will be obtained: Susan’s office, entrance foyer and drywall panel and three walls of the children’s section.
- Tom will approach WCSD about replacing the lighting system. Many recently replaced light bulbs are out again.
- Susan discussed seeking a PPL grant to be used, in part, for lighting system replacement.
- Susan commented that the back doors need to be replaced. Rain leaks through the doors and roof. \$14,500 roofing expense was incurred in 2014 to repair hail damage.
- The “One Way” sign in the parking lot needs to be relocated. The shed is blocking the sign.
- Tom will remove the container of used oil from the shed and have it disposed of properly.
- An electrician needs to look at non-functioning emergency lights and outdoor lights at the library entrance.
- Fran will spray Roundup on the weeds.
- The book drop boxes on the parking lot need to be repainted. Susan will contact the painting contractor (Shane).
- Potential upgrades to the children’s area include: paint, new furniture and carpet.

PERSONNEL (Pat, Fran, Melissa):

- The Highmark health insurance plan will be renewed through a new broker, the Yurconic Agency.
Melissa Sassaman made a motion to approve; Tom Ernst seconded. Motion carried.
- The new Blue Edge Vision Premier Plan will be provided through Davis Vision (partner with Vision Works).
Joan Shafer moved to approve; Melissa Sassaman seconded. Motion carried.

- A decision on dental insurance was tabled pending additional information.

BUDGET/FINANCE (Kathy, Joan, Denise):

The budget will be ready by the May board meeting.

COMPUTER/OPERATING (Denise, Fran, Melissa):

WTPL will enter into a 12 month agreement with East Coast Network Services at a cost of \$1540 per month.

Tom Ernst made the first motion; Joan Shafer seconded. The motion carried.

POLICIES/BYLAWS (Fran, Pat, Kathy):

The following policies were discussed:

- Employee Clearances Policy
- Request for Reconsideration Policy
- Video Surveillance Policy
- Library Abuse Prevention Policy

Motion to approve made by Melissa Sassaman; seconded by Pat Fried. Motion carried.

OLD BUSINESS:

NEW BUSINESS:

The date of the June meeting will be changed from June 9th to June 16th. Susan will prepare a public notification of the change.

ADJOURNMENT: Motion made by Fran Lloyd at 8:06. Pat Fried seconded by and the motion carried.

NEXT MEETING: May 12, 2022 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman