

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, May 12, 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:	Absent:
Susan Bielucke, Director	Tom Ernst
Fran Lloyd – President	
Pat Fried, Vice President	
Denise Shaffer, Secretary	
Kathy Betz, Co-Treasurer	
Melissa Sassaman	
Joan Shafer	

MINUTES OF THE PREVIOUS MEETING:

Motion to accept by Joan Shafer. Pat Fried seconded and the motion carried.

LIBRARIAN'S REPORT:

- Fundraising letter has produced close to \$5,000
- Indoor Yard Sale is scheduled for May 20th & 21st
- Book Sale is schedule for June 17th & 18th
- June 25th is Heritage Day and Susan is requesting help from the board.
- Susan met with JP Jay Associations in Allentown for recommendations of how to refresh the children's area.
- Whitehall Active Community Center computer training went well. The next class is in June.
- Adult Program of Seed Bomb is currently running and there were many signed up for this program.
- Summer Reading theme is 'Oceans of Possibilities'. A reptile program will also be part of the summer program.

FINANCIAL REPORT:

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

PRESENTATION/ACTION ON BILLS:

Melissa Sassaman made a motion to ratify payments in the amount of \$5,968.30. Pat Fried seconded and the motion carried.

Denise Shaffer made a motion to approve payments in the amount of \$2,855.01. Melissa Sassaman seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Kathy, Tom):

- Meeting with Steve Seier Recap
 - Lights cannot be changed to all LED as it would make the lights too bright. It is not on the capital improvements list for next year.
 - Roof is out of warranty and they are not concerned and don't feel there is an issue.
 - They will be replacing the back doors.
 - Any painting and carpeting is at the Library's cost and the school is just asking for notice of what we are doing.
 - Susan needs to address the remaining emergency lighting as the district has not returned to check the back lighting.
 - The board has approved for Susan to get the painting and blinds complete for her office and the painting for the vestibule. Pat Fried made a motion to approve. Kathy Betz seconded and the motion passed.

PERSONNEL (Pat, Fran, Melissa):

- Health Insurance and Benefits are settled and full coverage will be with Highmark.
- Life and disability insurance will remain in place and with Hartford Insurance and Brown and Brown as the broker. This will be revisited next year.

BUDGET/FINANCE (Kathy, Joan, Denise):

- 2022-2023 Budget Presentation and Discussion
 - New initiative to lend museum passes
 - Will reinstate lending mobile hotspots
 - New updated computers for the library
 - New IT service for the library
 - A Children's Librarian Assistant will be hired.
- Pat Fried made a motion to approve the budget as it stands. Melissa Sassanian seconded and the motion carried.

COMPUTER/OPERATING (Denise, Fran, Melissa):

- IT Update
 - East Coast Network was hired. The first discovery is that a server needs to be decommissioned as it is interfering with the system.
 - The portal has been set to remote in and work on computers and they will work to update the computers in the library.

POLICIES/BYLAWS (Fran, Pat, Kathy):

OLD BUSINESS:

NEW BUSINESS:

ADJOURNMENT : Motion made by Kathy Betz at 8:12pm, Joan Shafer seconded by and the motion carried.

NEXT MEETING: June 2, 2022 at 6:30 p.m.

Respectfully Submitted,
Denise Shaffer, Secretary