

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
**BOARD OF TRUSTEES MEETING - MINUTES**  
Thursday, July 14, 2022

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:35 p.m. in the library.

**Present:**

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

**Guests:**

Pat Fried, Retired Vice President  
Kathy Marth

**MINUTES OF THE PREVIOUS MEETING:**

Motion to accept by Kathy Betz. Joan Shafer seconded and the motion carried.

**LIBRARIAN'S REPORT:**

- Fundraising:
  - The Book Sale held on June 17-18 netted \$850.
  - The Fall Book Sale is scheduled for September 23-24.
  - WTPL will raise funds through Boscov's Friends Helping Friends program: \$5 for a shopping pass for use on October 19.
  - A Basket Sale is scheduled for November 4-11.
- Outreach/Marketing:
  - Susan will offer computer assistance to senior citizens at Whitehall Active Community Center on the third Tuesday each month.
  - Susan has initiated an e-newsletter for WTPL. Patrons can register for the newsletter on the WTPL website homepage or when they sign up for a library card.
- Staff: The 20-hour per week Youth Program/Circulation Assistant position has been filled by Janice Pitkin, who starts July 18th.
- Susan applied for renewal of WTPL's Sales Tax Exemption on June 27.
- The Pennsylvania state budget includes an \$11,000,000 increase for the Public Library Subsidy.
- Programs: There are multiple programs planned for children and adults through August. Details can be found on the WTPL website.

**FINANCIAL REPORT:**

Denise Shaffer made a motion to approve the Treasurer's Report. Seconded by Tom Ernst. Motion carried.

### **PRESENTATION/ACTION ON BILLS:**

Joan Shafer made a motion to ratify May payments in the amount of \$7,582.77. Denise Shaffer seconded and the motion carried.

Melissa Sassaman made a motion to ratify \$6,601.85 in payments for June. Tom Ernst seconded the motion. Motion carried.

Motion to approve \$1,495.32 in checks to be signed made by Denise Shaffer. Seconded by Tom Ernst. Motion carried.

### **COMMITTEE REPORTS/DISCUSSIONS:**

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

- Sobrinski Painting will paint Susan's office in August.
- Susan has received a quote from a design company. She will solicit quotes from other design companies.
- Susan has begun soliciting estimates for furniture for the children's area.
- Susan received quotes for two different types of blinds from Penn Blinds. Kathy Betz made a motion to approve the purchase of cellular shades from Penn Blinds for \$2,164.33. Joan Shaffer seconded the motion and the motion carried.
- WTPL's request to upgrade to LED lighting was approved by Whitehall-Coplay School District.
- Susan has requested, but has not yet received a quote from Johnson Controls for repair/upgrade to the HVAC system.
- The new chairs for the reference area have arrived. The old chairs will be donated to Habitat for Humanity.
- Scapes Landscaping will spray weeds and return to pull them.
- Joan Shafer will request estimates for the removal of two dying trees near the parking lot entrance and trimming of other trees.
- WTPL has been paying \$45 per month to rent a water cooler. Tom Ernst and Susan will look into the possible purchase of a water cooler to connect to the water line.

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

- Susan will write an Employee Compensatory Time Policy. The board will review the policy during the August meeting.

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

- Nothing to report.

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

- Computer replacement will be done on a staggered basis. The server and staff computers will be replaced first.

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

- Denise Shaffer made a motion to approve the Museum Pass Policy. Seconded by Joan Shafer. Motion carried.
- Melissa Sassaman made a motion to approve the 90-day Employee Probation Period Policy. Kathy Betz seconded the motion. Motion carried.

**OLD BUSINESS:**

- Upon completion of the Friends of Whitehall Township Public Library account audit, a check for the balance of the account will be forwarded to WTPL.

**NEW BUSINESS:**

- No new business to discuss.

**ADJOURNMENT** : Meeting adjourned at 8:14 PM.

**NEXT MEETING:** August 11, 2022 at 6:30 p.m.

Respectfully Submitted,  
Melissa Sassaman, Secretary