

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, August 18, 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:	Absent:
Susan Bielucke, Director	Kathy Betz, Treasurer
Fran Lloyd, President	Tom Ernst
Joan Shafer, Vice President	
Melissa Sassaman, Secretary	
Denise Shaffer	

MINUTES OF THE PREVIOUS MEETING:

Motion to accept by Denise Shaffer. Joan Shafer seconded and the motion carried.

LIBRARY DIRECTOR'S REPORT:

- Financial:
 - Sales Tax Exemption was renewed.
 - Documentation to obtain a Small Games of Chance License was submitted to Lehigh County. Required for future fundraising events.
- Outreach/Marketing:
 - WTPL has partnered with Lehigh Valley Plant a Row. Community members are invited to donate fresh fruits, vegetables and herbs to the library Mondays 9 AM to 4 PM. Donations will be distributed at Whitehall Food Pantry.
 - PPL representatives took photos at WTPL for the PPL Grant for Summer Reading.
 - Library patrons will soon be able to check out Museum Passes for America on Wheels, Boyertown Museum of Historic Vehicles, Museum of the American Revolution, Sigal Museum and more.
 - Susan has created a YouTube account for WTPL's popular promotional videos.
- Staff:
 - WTPL's new Youth Program/Circulation Assistant, Janice Pitkin, started July 18th.
 - A staff meeting was held August 5.
- Programs:
 - Children's Program Finale took place August 13.
 - Adult Programs Summer Finale took place August 18.

FINANCIAL REPORT:

Board members observed that CD rates are on the rise. During future meetings, the board will discuss moving some funds from the library's savings account into CDs.

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

PRESENTATION/ACTION ON BILLS:

Melissa Sassaman made a motion to ratify July payments in the amount of \$10,668.57. Denise Shaffer seconded and the motion carried.

Motion to approve \$2,196.42 in checks to be signed made by Denise Shaffer. Seconded by Melissa Sassaman. Motion carried.

COMMITTEE REPORTS/DISCUSSIONS:**BUILDING AND GROUNDS (Joan, Tom):**

- Littering in the picnic table area has been a problem. Susan will order signs to address this after checking with the Whitehall Township Police Department for guidance regarding appropriate wording.
- The school district has agreed to remove two dying trees near the library. An arborist will inspect trees where branches are laying on the roof of the library.
- New lighting has been installed in portions of the library. Susan has not been notified when the new lights will be installed in the remainder of the building.
- Although it has been determined that there is currently no problem with the HVAC unit, there is some concern with the advanced age of the unit.
- The library's building lease with the school district will be due for renewal soon.
- There is no new information yet on the library painting project.
- Susan will order a new water cooler for the staff area.
- The new blinds for Susan's office have arrived. They will be installed after painting is completed.

PERSONNEL (Fran, Melissa):

- Nothing to report.

BUDGET/FINANCE (Kathy, Joan, Denise):

- The library's balance in the Pennsylvania Local Government Investment Trust (PLGIT) has decreased as a result of HVAC system expenditures.
- An increase of 17% in state aid for the library is anticipated.

COMPUTER/OPERATING (Denise, Fran, Melissa):

- The library's Information Technology support company will assist in the upcoming migration to MicroSoft 365.
- Susan will renegotiate the IT contract with CLIU21. The library's IT support company will be providing some of the services formerly covered by CLIU21.

POLICIES/BYLAWS (Fran, Tom, Kathy):

- A new Compensatory Time Off Policy was discussed. Denise Shaffer made a motion to approve the policy. Seconded by Joan Shafer. Motion carried.

OLD BUSINESS:

- WTPL is seeking a new board member to replace a member whose term has expired.
- The board approved the Fall 2022 fundraising letter.

NEW BUSINESS:

- Whitehall High School would like to receive the \$500 scholarship check formerly remitted by the Friends of the Library (FOL) in September. WTPL has not yet received the funds from the balance of the now disbanded FOL's account. Susan will contact the school guidance office to advise that the scholarship funds will be granted by WTPL in the future.

ADJOURNMENT : Motion to adjourn made by Denise Shaffer. Seconded by Joan Shafer. Meeting adjourned at 7:22 PM.

NEXT MEETING: September 8, 2022 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary