

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, September 8, 2022

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:25 p.m. in the library.

Present:	Absent:
Susan Bielucke, Director	Joan Shafer, Vice President
Kathy Betz, Treasurer (via Zoom)	Denise Shaffer
Fran Lloyd, President	
Tom Ernst	
Melissa Sassaman, Secretary	

MINUTES OF THE PREVIOUS MEETING:

Motion to accept by Fran Lloyd. Melissa Sassaman seconded and the motion carried.

LIBRARY DIRECTOR'S REPORT:

- Fundraising:
 - Book Sale scheduled for September 23 and 24. Volunteers needed.
 - Boscov's Friends Helping Friends takes place October 19. Participants receive a 25% off shopping pass in exchange for a \$5.00 donation.
 - Fall Basket Raffle to be held November 4 - 11. Price of tickets is \$5.00 per card. Donations of gift cards and other basket items are being sought.
- District and State Library:
 - District Libraries met to discuss how to make best use of the increase in state aid.
 - The My First Library Card program was approved for the entire district. Children ages 0 - 5 can receive a library card which allows checkout of a limited quantity of juvenile items.
- Outreach/Marketing:
 - Museum Passes became available for checkout on September 6. Library patrons are able to check out Museum Passes for America on Wheels, Boyertown Museum of Historic Vehicles, Bucks County Children's Museum, Eastern State Penitentiary, Lehigh Valley Heritage Museum, Museum of the American Revolution, Reading Museum, Sigal Museum, Pearl S. Buck Museum and Mutter Museum. Coming soon: Mercer Museum and the National Constitution Center.
- Programs:
 - Upcoming Children's Programs include Creation Station on September 14, Preschool Story Time begins September 27 and 28, Toddler Story Time on October 6.
 - Upcoming Adult Programs will be Banned Book DIY Craft on September 22, Painted Daisies with Lehigh Valley Decorative Painters on October 1.

FINANCIAL REPORT:

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

PRESENTATION/ACTION ON BILLS:

Tom Ernst made a motion to ratify August payments in the amount of \$12,342.33. Melissa Sassaman seconded and the motion carried.

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

- The new cellular blinds have arrived.
- New lighting installation is complete.
- New carpeting will be discussed after Susan's vacation.
- Two trees behind the library have been cut down. The stumps have not yet been removed. Joan Shafer will pursue the matter of tree branches on the roof.
- Selective Insurance Company will perform an inspection of the library on September 21.
- The new water cooler for the staff area has arrived.
- Tom Ernst and Susan will contact Sobrinski about the painting project after Susan's vacation.
- The board discussed whether there is an existing fire drill and emergency procedures guide. Susan will check the files for an emergency plan.
- The board discussed the possibility of having a Kistler O'Brien representative demonstrate to staff how to use the fire extinguishers.

PERSONNEL (Fran, Melissa):

- Nothing to report.

BUDGET/FINANCE (Kathy, Joan, Denise):

- The library audit has been performed. The paperwork is not yet complete.
- The fund balance of the former Friends of the Whitehall Township Public Library account has not yet been received. Fran Lloyd will check if the audit has been completed and whether the funds are available for release.

COMPUTER/OPERATING (Denise, Fran, Melissa):

- The library is hoping to purchase 15 new computers at an estimated cost of \$25,000 with grant funding from the Lions Club.
- The bank needs access to the library's domain so they can run a scan for credit card compliance. Susan is working with CLIU21 on this.

POLICIES/BYLAWS (Fran, Tom, Kathy):

- A new Exam Proctoring Policy was discussed by the board. Kathy Betz made a motion to approve the policy. Seconded by Melissa Sassaman. Motion carried.

OLD BUSINESS:

- After her upcoming vacation, Susan will work on signs to address the littering problem in the picnic table area.
- The board reviewed the new Technology Support contract with CLIU21. Melissa Sassaman made a motion to approve the contract. Kathy Betz seconded the motion. The new contract was approved by the board.

NEW BUSINESS:

- None.

ADJOURNMENT : Motion to adjourn made by Melissa Sassaman. Seconded by Fran Lloyd. Meeting adjourned at 7:10 PM.

NEXT MEETING: October 13, 2022 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary