

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
**BOARD OF TRUSTEES MEETING - MINUTES**  
Thursday, October 13, 2022

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:30 p.m. in the library.

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

**MINUTES OF THE PREVIOUS MEETING:**

Motion to accept by Tom Ernst. Fran Lloyd seconded and the motion carried.

**LIBRARY DIRECTOR'S REPORT:**

- Fundraising:
  - 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. Presale deal until November 3rd: \$20 for 5 cards of 15 tickets each. 50/50 during presale and week of event.
  - Fall Fundraiser cards are in the mail.
- District and State Library:
  - The Office of Commonwealth Libraries requires a waiver process for libraries that do not meet "Hours of Operation" and "Collection Expenditure" requirements for State Aid. The standards are based on the 2021 reporting year. WTPL applied for a waiver last year. The library is meeting the "Hours of Operation" standard now that it has resumed normal operating hours. To meet the "Collection Expenditure" standard, WTPL must spend 12% of its budget on collections.
  - Melissa Sassaman made a motion to approve WTPL's Plan for Use of State Aid. Denise Shaffer seconded the motion and the motion passed. State Aid will be in the amount of \$101,438.
- Financial:
  - The audit is complete and has been sent to the Office of Commonwealth Libraries. Form 990 was signed by Board President Fran Lloyd and the auditors will forward the form to the IRS.
  - The library has received a tax payment of approximately \$380,000 from WCSD.
- Programs:
  - Upcoming Children's Program: Hallow-Read on October 29 at 1:00 PM.

- Upcoming Adult Programs: Pumpkin Jar Craft on October 20 at 6:30 PM; Lehigh Valley Haunts on October 27 at 6:30 PM; National Novel Writing Month Writing Meetup will be held 5:30-7:30 every Tuesday in November; Books on Wheels: A History of Traveling Books in America is scheduled for 6:30 PM on November 17.

**PRESENTATION/ACTION ON BILLS:**

Joan Shafer made a motion to ratify September payments in the amount of \$19,319.07. Tom Ernst seconded and the motion carried.

**COMMITTEE REPORTS/DISCUSSIONS:**

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

- One of the two back doors has been replaced.
- New blinds have been installed in the kitchen and office.
- The foyer has been painted.
- Two trees behind the library have been cut down. A tree branch near the shed has fallen.
- Selective Insurance Company auditors indicated that tree branches overhanging the library's roof needed to be removed. The school district has attended to this.
- One of the new LED lights is out. Susan Bielucke will look into this.
- There is a wet spot on the ceiling in the children's area. Susan Bielucke will look into this.
- WTPL's lease with WCSD expires in 2023. Susan Bielucke will request a clean copy of the existing lease.
- Light bulbs in the reference room and conference room need to be replaced.

**PERSONNEL** (Fran, Melissa):

- The board discussed establishing minimum, midpoint and maximum ranges within the library's salary structure.

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

- The board discussed the possibility of streamlining the bill payment process by paying more of its bills online.
- The board is considering transferring its funds from Fulton Bank to Embassy Bank.

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

- A grant will be written for assistance in funding the purchase of 15 computers at an estimated cost of \$28,000.

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

- Susan Bielucke will draft a new Disaster Plan for the library.

**OLD BUSINESS:**

- New doors will arrive next week. New signs will be made for the doors. The doorbell needs to be repaired.

**NEW BUSINESS:**

- Susan Bielucke is considering holding a Staff Day in spring.
- The staff Christmas party will be held on a Friday. The library will not be open that day.

**ADJOURNMENT** : Motion to adjourn made by Denise Shaffer. Seconded by Joan Shafer. Meeting adjourned at 7:45 PM.

**NEXT MEETING:** November 10, 2022 at 6:30 p.m.

Respectfully Submitted,  
Melissa Sassaman, Secretary