

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
**BOARD OF TRUSTEES MEETING - MINUTES**  
Thursday, December 8, 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  
Denise Shaffer  
Fran Lloyd, President  
Tom Ernst  
Melissa Sassaman, Secretary  
Joan Shafer, Vice President

**Absent:**

Kathy Betz, Treasurer

**MINUTES OF THE PREVIOUS MEETING:**

Motion to accept November 10, 2022 minutes by Joan Shafer. Tom Ernst seconded and the motion carried.

**LIBRARY DIRECTOR'S REPORT:**

- **Building/Staff/Insurance:**
  - Susan Bielucke met with Bob Longley of Longley Insurance to review the WTPL renewal insurance policies. He advised Building Ordinance coverage be increased to accommodate current building codes in the event of a loss. The board agreed to increase the library's building ordinance coverage from \$500,000 to \$1,000,000 and will increase the policy deductible to \$10,000. In addition, Susan will request an estimate of the current replacement cost of the building in order to determine if the building coverage needs to be increased.
  - In 2023, Longley Insurance will begin offering Workers' Compensation Insurance from Eastern Alliance. The board will consider switching coverage from Selective to Eastern Alliance.
  - The cost of abuse prevention has increased by \$1,000. Susan has a new binder with expanded annual training for staff.
- **Outreach:**
  - WTPL is accepting Toys for Tots donations through December 17.
  - Susan will provide a monthly spotlight of a different museum pass offered by the library to promote its Museum Pass Collection. December's spotlight will highlight the Liberty Bell Museum of Allentown.
- **Grants:**
  - Fran Lloyd secured a \$500 grant from Capital Blue for the 1,000 Books Before Kindergarten program. Funds will be used for folders, reading incentives and books for the program.
- **Fundraising:**
  - Fall Basket Raffle net proceeds are \$3,094.

- Programs:
  - Kids and Teens Connect: The state will feature WTPL's Kids and Teens Connect program for the Pennsylvania Summer Library Program 2023 Showcase on the Pennsylvania Library Staff Academy. Susan and Lorraine will be interviewed by the state for the showcase.
  - Upcoming Children's Program: Holiday Family Story Time and Craft on Wednesdays, through December 21 at 1:30 p.m.; Holiday movie: 8-Bit Christmas 1:00 p.m. December 10.
  - Upcoming Adult Programs: Ffourtissimo (Barber Shop Quartet) December 15 at 6:30 p.m.

**FINANCIAL REPORT OF THE TREASURER:**

WTPL's net income is up \$19,000 compared to last year.

Susan Bielucke will follow up with the attorney for more information about the anticipated \$10,000 bequest.

**PRESENTATION/ACTION ON BILLS:**

Melissa Sassaman made a motion to approve total November payments in the amount of \$14,185.19. Joan Shafer seconded and the motion carried.

**COMMITTEE REPORTS/DISCUSSIONS:**

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

- The snow blower needs to be serviced. The board discussed replacing the current gas snow blower with an electric (rechargeable battery powered) snow blower. Tom Ernst will check prices on 2-stage electric snow blowers at Ace Hardware. Denise Shaffer moved to approve a maximum expenditure of \$1,400 to purchase an electric snow blower. Joan Shafer seconded the motion and the motion carried.

**PERSONNEL (Fran, Melissa):**

- Nothing to report.

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

- The board discussed the importance of maintaining bank account balances below FDIC limits.
- Joan Shafer made a motion to increase the library's commercial crime policy coverage to \$500,000 and to increase the deductible from \$500 to \$5,000. Denise Shaffer seconded the motion. The motion passed unanimously.
- WTPL will maintain Project and Friends of the Library accounts at Embassy Bank.
- The Board of Trustees requires access to bank statements as a safeguard.
- The library director and bookkeeper have authorization to transfer funds.
- Only designated check signers have authorization to withdraw funds.

- The library director, bookkeeper and treasurer require online access to view bank accounts.
- Susan Bielucke will work on a banking policy for review by the board.
- Tom Ernst moved to transfer \$240,000 from Fulton Bank into a 6-month CD. The motion was seconded by Denise Shaffer and approved by the board.

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

- Nothing to report.

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

- The board reviewed the library's Emergencies and Emergency Situations Procedures Policy. Denise Shaffer made a motion to approve the policy. Tom Ernst seconded the motion and the motion carried.
- Joan Shafer moved to approve the library's Abuse Prevention Policy. Denise Shaffer seconded the motion. The policy was approved.

**OLD BUSINESS:**

- Two people have indicated interest in serving on the Board of Trustees. They will be invited to attend a future meeting.

**NEW BUSINESS:**

- It was decided that all board members should be authorized signers on the library's bank accounts.
- The board discussed whether the library director and board members should be bonded. It was determined that bonding is unnecessary if WTPL maintains adequate commercial crime insurance.
- The board needs to develop a procedure to have new bank cards signed when board members join and when their terms expire.

**ADJOURNMENT** : Motion to adjourn made by Denise Shaffer. Seconded by Tom Ernst. Meeting adjourned at 8:05 PM.

**NEXT MEETING:** January 12, 2023 at 6:30 p.m.

Respectfully Submitted,  
Melissa Sassaman, Secretary