

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, November 10, 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
Denise Shaffer
Fran Lloyd, President
Tom Ernst
Melissa Sassaman, Secretary
Joan Shafer, Vice President (via Zoom)
Kathy Betz, Treasurer

MINUTES OF THE PREVIOUS MEETING:

Motion to accept October 13, 2022 minutes by Denise Shaffer. Joan Shafer seconded and the motion carried.

LIBRARY DIRECTOR'S REPORT:

- Staff:
 - Staff Christmas Party is scheduled for 4 p.m. on Friday, December 2.
- Fundraising:
 - Boscov's Friends Helping Friends took place October 19. Net proceeds: \$150.
 - Fall Basket Raffle is being held November 4 - 11. Price of tickets is \$5.00 per card. 50/50 ran during the presale and week of the event. 166 items are for sale, including 116 baskets and 50 gift cards/certificates.
 - Return on Fall Fundraiser cards is \$3,767 thus far.
- District and State Library:
 - Four internet hot spots have been purchased using district funds. The hot spots will be available for check out by library patrons after the district determines lending parameters.
 - WTPL will receive reimbursement of \$445 for five museum passes already purchased by the library. Susan Bielucke will use the reimbursed funds to purchase passes to additional museums.
- Programs:
 - 1000 Books Before Kindergarten: This early literacy initiative will be promoted in January 2023. The goal is for caregivers to read 1000 books to young children. There will be reading incentives for each 100 books read.
 - Upcoming Children's Program: Holiday Family Story Time and Craft on Wednesdays, December 7, 14 and 21 at 11:00 a.m. and 1:30 p.m.
 - Upcoming Adult Programs: 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. Fall Prevention on November 30 at 6:00 p.m.; Holiday Tree Craft 6:00 p.m. on December 1; Opioid Presentation takes place December 7 at 6 p.m.; Ffourtissimo (Barber Shop Quartet) will perform December 15 at 6:30 p.m.

PRESENTATION/ACTION ON BILLS:

Denise Shaffer made a motion to ratify October checks in the amount of \$18,444.83 and payments in the amount of \$5,708.48. Tom Ernst seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- New bulbs are needed for some lights.
- Cost of fall cleanup by Scapes Design is \$825.
- The snow blower needs a tune up.
- Kistler O'Brien will recharge the fire extinguishers and train staff in their use.

PERSONNEL (Fran, Melissa):

- Susan Bielucke is working on the wage schedule and disaster plan.

BUDGET/FINANCE (Kathy, Joan, Denise):

- The board is considering inviting a representative of Embassy Bank to attend a future board meeting to discuss the benefits of various deposit accounts. We might decide to transfer funds from Fulton Bank to Embassy Bank.
- The board resumed its discussion about streamlining the bill payment process by paying more of its bills online. Susan Bielucke will investigate WTPL's bylaws to ascertain whether the practice of signing checks can be eliminated in favor of online bill payment or auto payment of bills.
- The library has received notice from an attorney of a \$10,000 bequest.

COMPUTER/OPERATING (Denise, Fran, Melissa):

- Denise Shaffer will write a grant for assistance in funding the purchase of 15 computers at an estimated cost of \$28,000.

POLICIES/BYLAWS (Fran, Tom, Kathy):

- Susan Bielucke will compile important document copies and information to be included in an emergency "Go Bag" as a component of WTPL's disaster plan.

OLD BUSINESS:

- The board continues to seek a seventh member.

NEW BUSINESS:

- Holiday library closures: State law allows 12 holiday closures. The day after Thanksgiving and Presidents' Day were proposed to be added to WTPL's list of holidays. Motion to approve made by Tom Ernst. Seconded by Kathy Betz. Motion approved.

- The staff Christmas party will be held on a Friday. The library will not be open that day.

ADJOURNMENT : Motion to adjourn made by Kathy Betz. Seconded by Tom Ernst. Meeting adjourned at 7:50 PM.

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

Respectfully Submitted,
Melissa Sassaman, Secretary