

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, January 12, 2023

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
Kathy Betz, Treasurer

Absent:

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept December 8, 2022 minutes by Joan Shafer. Tom Ernst seconded and the motion carried.

Motion to accept December 14, 2022 minutes by Kathy Betz. seconded by Denise Shaffer. The motion carried.

LIBRARY DIRECTOR'S REPORT:

- Staff:
 - At a staff meeting January 5, 2023, new policies and services were discussed. The staff reviewed parts of the circulation system.
- Building:
 - Kistler O'Brien serviced the fire extinguishers. Two extinguishers need replacement.
 - The school electrician worked on one of the timers for the outdoor lights.
- Outreach:
 - WTPL has 4 Wi-Fi hotspots available for loan to library patrons. They can be borrowed for one week with up to two renewals. A \$5 per day fine will apply for overdue hotspots.
- Grants:
 - The NEPA Lions Grant for the purchase of new patron computers will be submitted by the end of January.
- Programs:
 - Movie Nights take place on the fourth Wednesday of the month. Cool Runnings will be shown January 25th at 5:30 PM.
 - Upcoming Children's Programs: Creation Station takes place on the third Wednesday of the month, on January 18th at 6 PM; Zoom Story Times will occur at 11 AM January 19 - February 16; Spring Story Time signups begin February 3rd.
 - Upcoming Adult Programs:
 - January Stay Cozy
 - January 9 - 14 Sticker Board
 - January 16-21 Hygge Take Home Kit
 - January 23-28 Virtual Escape Room
 - Valentine Craft- February 2nd at 6 PM

FINANCIAL REPORT OF THE TREASURER:

- The Board will discuss Financial Policy changes during the February meeting.
- Online access to Embassy Bank accounts will be set up for authorized staff and board members.
- Online access to the library's Truist accounts will be established for Board Treasurer, Kathy Betz.
- Donations to WTPL made on its website are paid via a PayPal account.
- The receipt of state aid is anticipated in January.

Denise Shaffer moved to accept the Financial Report. Joan Shafer seconded and the motion was approved.

PRESENTATION/ACTION ON BILLS:

Tom Ernst made a motion to approve total December payments in the amount of \$15,027.00. Joan Shafer seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- The Board revisited the issue of whether to purchase a new snowblower. WTPL's lease with the school district is up for renewal. If WCSD agrees to shovel the sidewalks as well as plowing the library parking lot, WTPL will not need to purchase a snowblower. Further action on this matter is tabled pending clarification from the school district.
- The Board will request to have responsibilities for repairs and maintenance listed in the new lease and to have all existing addendums incorporated into a single document.
- There are several light bulbs that need to be replaced in the back office. Tom Ernst will replace them if the school district electrician doesn't have time.

PERSONNEL (Fran, Melissa):

- The Library Director's annual review questionnaire will be prepared for February's Board meeting.

BUDGET/FINANCE (Kathy, Joan, Denise):

- Finance Policy and Procedures: Prior board approval is required for expenditures over \$5,000.
- The Board will attempt to negotiate a better deal with Truist for its products.
- The Board will consider switching from a credit card terminal to Square. December's monthly fee of \$60 is excessive for the amount of payments made by patrons via credit card.

COMPUTER/OPERATING (Denise, Fran, Melissa):

- A check has been issued for the purchase of library employee computers.
- Library patron computers will also be purchased. The NEPA Lions Foundation Grant application will be signed by the Whitehall Lions Club officers on January 16th.
- Tom Ernst made a motion to pay \$30,498.80 from WTPL's funds for the purchase of new library patron computers. The funds will be reimbursed upon receipt of the NEPA Lions Foundation grant. Kathy Betz seconded the motion. The motion was approved by the Board.
- Susan Bielucke will contact Accessible to address accessibility issues on the library's website. An accessibility widget can be added for a one-time \$400 fee.

POLICIES/BYLAWS (Fran, Tom, Kathy):

- No report.

OLD BUSINESS:

- Denise Shaffer and Fran Lloyd will be in contact with two potential candidates for the open position on the WTPL Board of Trustees.
- The board approved increasing building ordinance coverage in the library's Commercial insurance policy by \$500,000 to a new limit of \$1,000,000. The additional premium is \$693.
- Also previously approved was increasing the Commercial Crime policy to \$500,000.

NEW BUSINESS:

- The library building is insured for a Replacement Cost of \$4,000,000. The policy can be amended to Guaranteed Replacement Cost for an additional premium of \$255. Joan Shafer moved to amend the policy to Guaranteed Replacement cost and Fran Lloyd seconded it. The motion passed.
- The Board is considering an increased insurance deductible up to \$2,500 on the library's Commercial Crime policy. A quote cannot be provided until the September policy renewal.
- Burcavage Design Associates will be contacted to assess the potential for architectural upgrades to the library building.
- Because of Board member availability, the March meeting will be held March 2nd.

ADJOURNMENT : Motion to adjourn made by Kathy Betz. Seconded by Joan Shafer. Meeting adjourned at 7:55 PM.

NEXT MEETING: February 9, 2023 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary