

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
**BOARD OF TRUSTEES MEETING - MINUTES**  
Thursday, February 9, 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:	Absent:
Susan Bielucke, Director	Denise Shaffer
Fran Lloyd, President	
Tom Ernst	
Melissa Sassaman, Secretary	
Joan Shafer, Vice President	
Kathy Betz, Treasurer	

**MINUTES OF THE PREVIOUS MEETINGS:**

Motion to accept January 12, 2023 minutes by Tom Ernst. Kathy Betz seconded and the motion carried.

**LIBRARY DIRECTOR'S REPORT:**

- District and State Library:
  - Susan has begun working on the annual PA Public Library Data Report. The report and supporting documentation is due to the district March 10. Digital signatures of Library Board of Trustees President Fran Lloyd and Board Treasurer Kathy Betz will be required.
  - The My First Library Card program for children ages 0-5 has launched. Up to 20 books may be borrowed on the card. The parent or guardian of the child must also have a library card and bear responsibility for books borrowed.
  - WTPL now has LCLC branded welcome folders and bookmarks which are part of a marketing effort by the District.
- Staff:
  - Susan Bielucke and 3 library staff members attended full day online staff training from Pennsylvania Library Association on February 8. Topics covered included programming, customer service, disabilities and Canva.
- Outreach:
  - Susan will meet with WCSD Curriculum Supervisor of ELA and Humanities Melissa Arifaj to discuss increasing collaboration between WTPL and WCSD on initiatives and programs.
  - WCSD Family Night is scheduled for 5:30 PM April 19 at Whitehall High School.
  - Kindergarten Preview Night will take place at Gockley Elementary School 4:00 PM May 23.
  - A library staff member will present the library scholarship at Whitehall High School June 1 at 7:00 PM.
- Financial:
  - A bequest was received from the Stephanie Nemeth Estate and will be acknowledged via a plaque to be displayed in the library.
- Technology:
  - The Accesibe Widget was installed on WTPL's website to increase accessibility for those with disabilities. The annual cost to the library is \$460.
  - New staff computers were ordered from East Coast Network Services. Payment will soon be remitted to have new patron computers ordered.

- Programs:
  - Library closure- Presidents Day on February 20
  - Movie Nights will be held the fourth Wednesday of the month. The Cat in the Hat will be shown February 22 at 5:30 PM.
  - Fandom Valentine Take Home: February 6-12
  - Upcoming Children's Programs: Creation Station is scheduled for the third Wednesday of the month, February 18 at 6 PM; Zoom Story Times take place at 11 AM Thursdays through February 16; Spring Story Time sign ups began February 6th. Spring Story Times begin the week of February 27th.
  - Upcoming Adult Programs:
    - Author Talk: The Little Book for Teachers Who Think Big by Jeffrey Dutt at 10:00 AM February 11, The Lincoln Four 6:30 PM March 30.
    - Adult Book Club: Every other month beginning in April during National Library Week. Meetings will take place at 6:30 PM on the third Thursday. Copies of books will be requested through LCLC and ILL.

**FINANCIAL REPORT OF THE TREASURER:**

Tom Ernst moved to accept the Financial Report. Joan Shafer seconded and the motion was approved.

**PRESENTATION/ACTION ON BILLS:**

Joan Shafer made a motion to approve total January payments in the amount of \$68,185.09. Tom Ernst seconded and the motion carried.

**COMMITTEE REPORTS/DISCUSSIONS:**

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

- Lease renewal
  - WTPL would like clarification regarding the second amendment, number 5, section 19- For what amount or percentage of WCSD's costs for maintenance/repair/replacement of the building's heating, cooling, plumbing and electric system is WTPL responsible?
  - The current lease states that WTPL is responsible for removal of snow from all sidewalks surrounding and leading to the building. WTPL will look into contracting with one of the snow removal contractors who serve nearby businesses.
  - Can the Escrow Account be used for core equipment reimbursement?
  - Will WCSD offer assistance in case of a WTPL building emergency?
- Landscape Maintenance Proposal dated February 3rd was received from Scapes Design, LLC of Allentown. The \$97.50 price per cut has not increased from last year. The Board would like the contract to include weeding again this year and an hourly rate for spur of the moment needs. Spring cleanup will not be needed this year.
- There are still several light bulbs that need to be replaced in the library.

**PERSONNEL (Fran, Melissa):**

- Susan Bielucke will complete the annual review questionnaire prior to the March 2nd Board meeting.

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

- Financial Policy and Procedures: Susan is continuing to work on the policies.

- The Board expressed its dissatisfaction with services received from Truist. Issues discussed included Truist's lack of response to questions and requests and ACH fees of \$15 per month and \$1 per transaction.
- Tom Ernst moved to transfer WTPL's funds/accounts from Truist to Embassy Bank. Embassy will collateralize WTPL's deposits. Joan Shafer seconded the motion. The board approved the motion.
- The Board will consider using Square if Embassy's merchant credit card fees are high.
- Joan Shafer made a motion to move the \$154,512.40 bequest to a 3-month CD at Embassy Bank. Seconded by Tom Ernst. Motion passed.

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

- The NEPA Lions grant application for \$30,000 was returned with a request for additional information. Documentation of community financial support via library fundraisers will be submitted to satisfy the request.

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

- No report.

**OLD BUSINESS:**

- No news regarding potential candidates for the open position on the WTPL Board of Trustees.
- Insurance policy: Still awaiting additional information from Longely Insurance.

**NEW BUSINESS:**

- Tom Ernst made a motion to update the Board of Trustees Bylaws and Joan Shafer seconded it. The motion passed.
- The check for the library scholarship was submitted to WCSO.

**ADJOURNMENT:** Motion to adjourn made by Kathy Betz. Seconded by Tom Ernst. Meeting adjourned at 7:47 PM.

**NEXT MEETING:** March 2, 2023 at 6:30 p.m.

Respectfully Submitted,  
Melissa Sassaman, Secretary