

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
**BOARD OF TRUSTEES MEETING - MINUTES**  
Thursday, April 13, 2023

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:40 p.m. in the library.

**Present:**

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

**Guest:**

Dan Lombardo, Past District Governor, Lions 14k  
Dhara Dekhtawala

**LIONS CLUB GRANT PRESENTATION:**

Lions Club Vice District Governor Denise Shaffer and Past District Governor Dan Lombardo presented a \$15,000 grant from Northeastern Pennsylvania Lions Service Foundation. The funds will be applied to the purchase of computers for the library.

**MINUTES OF THE PREVIOUS MEETINGS:**

Motion to accept March 2, 2023 minutes by Denise Shaffer, Kathy Betz seconded and the motion carried.

**LIBRARY DIRECTOR'S REPORT:**

- Fundraising:
  - The spring fundraising letter is in the process of being mailed. 200 letters have been sent to date.
  - The book sale is scheduled for April 28 and 29. The library is accepting donations of books.
- Personnel:
  - The library's bookkeeper will be out on medical leave for 4 to 5 weeks. Susan Bielucke will be performing most of the bookkeeping and payroll functions in the interim.
- Benefits:
  - Susan Bielucke spoke to Don at Yurconic regarding renewals. Don will get back to Susan when it's time to renew the policies.
- Outreach:
  - WCSD Family Night- April 19 at 5:30 at WHS
  - Steckel Title I Night- April 24 at 6:00 at WTPL
  - Gockley Title I Night- May 8 at 6:00 at WTPL
  - Zephyr Title I Night- May 9 at 6:00 at WTPL
  - Zephyr Open House- May 18 at 5:30 at Zephyr
  - Kindergarten Preview Night- May 23 at 4:00 at Gockley
  - Senior Awards Night- June 1 at 7:00 at WHS

- Grants:
  - WTPL was awarded a \$1,000 grant from Members 1st Charitable Foundation for the Summer Learning Program. WTPL was one of six organizations to be awarded a grant. The funds will be used to support the library's Summer Learning presenters and supplies for programming.
- Programs:
  - "A Good Yarn", a knitting/crochet/needlepoint group will resume meeting on the first and third Thursday of each month from 2:00-4:00 PM.
  - Upcoming Children's Programs:
    - Creation Station: Creative Construction- 6:00 PM April 19
    - Pollinator Program, presented by Lehigh County Conservation District- 11:00 AM May 16
  - Upcoming Adult Programs:
    - Challenges and Survival of Honeybees 6:30 PM April 20
    - On the Same Page: *The Personal Librarian* 6:30 PM April 26
    - Spring Craft 6:00 PM May 18
    - Barbershop Quartet: ffourtissimo 6:30 PM May 25

**FINANCIAL REPORT OF THE TREASURER:**

Tom Ernst moved to accept the Financial Report. Denise Shaffer seconded and the motion was approved.

**PRESENTATION/ACTION ON BILLS:**

Joan Shafer made a motion to approve total March payments in the amount of \$11,747.74. Tom Ernst seconded and the motion carried.

**COMMITTEE REPORTS/DISCUSSIONS:**

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

- The board briefly discussed the D'Huy engineering report. Discussion tabled pending further information.
- Two new tables will be purchased for the Community Room.

**PERSONNEL** (Fran, Melissa):

- No report.

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

- Bank Update: Embassy Bank will provide online banking access to all of WTPL's accounts. The new credit card processing device has been received from Embassy Bank. Susan Bielucke will set up a Clover account next week. Positive Pay will be waived.
- Budget: Hoopla subscription and Wonderbooks will be purchased. Salaries for the upcoming fiscal year were discussed. Susan will review staff job descriptions.

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

- Susan received her new staff computer. She has requested a cost estimate for a new server.

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

- No report.

**OLD BUSINESS:**

- Dhara Dekhtawala's candidacy for WTPL executive board member will be considered at an upcoming school board meeting.

**NEW BUSINESS:**

- The board discussed potential candidates to fill a board position available in June.

**ADJOURNMENT** : Motion to adjourn made by Kathy Betz. Seconded by Joan Shafer.. Meeting adjourned at 8:20 PM.

**NEXT MEETING:** May 11, 2023 at 6:30 p.m.

Respectfully Submitted,  
Melissa Sassaman, Secretary