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:  Guest:
Susan Bielucke, Director  Dan Lombardo, Past District Governor, Lions 14k
Fran Lloyd, President  Dhara Dekhtawala
Tom Ernst
Melissa Sassaman, Secretary
Joan Shafer, Vice President
Kathy Betz, Treasurer
Denise Shaffer

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