

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, May 11, 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:	Absent:
Susan Bielucke, Director	Dhara Dekhtawala
Fran Lloyd, President	
Tom Ernst	
Melissa Sassaman, Secretary	
Joan Shafer, Vice President	
Kathy Betz, Treasurer	
Denise Shaffer	

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept April 13, 2023 minutes by Joan Shafer, Kathy Betz seconded and the motion carried.

Motion to accept May 3, 2023 special board meeting minutes by Denise Shaffer, Tom Ernst seconded and the motion carried.

LIBRARY DIRECTOR'S REPORT:

- Fundraising:
 - The spring fundraising letter has yielded donations of \$3,348. All letters have been mailed.
 - The book sale netted \$758.00.
 - The yard sale is scheduled for June 2nd and 3rd.
- Personnel:
 - One of the part-time staff members has given notice that her last day will be May 13. A job posting has been made to fill evening and Saturday shifts.
 - A second part-time staff member submitted a notice of resignation on May 10. That position will not be filled.
 - The bookkeeper will return on June 12.
- Outreach:
 - Gockley Title I Night- May 8 at 6:00 at WTPL
 - Zephyr Title I Night- May 9 at 6:00 at WTPL
 - Steckel Open House- May 11 at 5:30 at Steckel
 - 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
- Programs:
 - Upcoming Children's Programs:
 - Pollinator Program, presented by Lehigh County Conservation District- 11:00 AM May 16
 - Creation Station: Weather Wonders- 6:00 PM May 17

- Upcoming Adult Programs:
 - Spring Craft 6:00 PM May 18
 - Barbershop Quartet: ffourtissimo 6:30 PM May 25

FINANCIAL REPORT OF THE TREASURER:

Joan Shafer moved to accept the Financial Report. Fran Lloyd seconded and the motion was approved.

PRESENTATION/ACTION ON BILLS:

Joan Shafer made a motion to approve total April payments in the amount of \$9,924.24. Tom Ernst seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- Dr. Steckel did not accept the lease proposal previously submitted by the WTPL Board of Trustees. The school district does not wish to begin WTPL repair/update projects at this time.
- The board discussed proposing a \$20,000 deposit into the escrow account to extend the existing lease for one year. A new lease for 2024-2025 will be negotiated. WTPL can begin repair/update projects with total cost not to exceed the \$20,000 escrow amount. Motion to propose the \$20,000 escrow deposit and one year lease extension made by Melissa Sassaman. Joan Shafer seconded the motion. The motion was approved.

PERSONNEL (Fran, Melissa):

- See Library Director's Report.

BUDGET/FINANCE (Kathy, Joan, Denise):

- WTPL is in the process of moving its funds to Embassy Bank. The priority is to move funds into Money Market accounts.
- Budget: Hoopla subscription and Wonderbooks will be purchased at a cost of \$22,500 and \$3,500 respectively.
- Also proposed for the 2023-24 budget are an increase in the Building Maintenance Escrow Account from \$2,400 to \$20,000. In anticipation of the need to purchase a new server, \$16,000 has been included in the Computer Equipment account.
- Salary increases and a change in staffing have been accounted for within the new budget.
- To balance the budget, \$73 has been added to Operating Expense.
- Tom Ernst made a motion to approve the proposed 2023-2024 budget. Seconded by Denise Shaffer. The motion was approved by the board.

COMPUTER/OPERATING (Denise, Fran, Melissa):

- The new computers are in the process of being installed.

POLICIES/BYLAWS (Fran, Tom, Kathy):

- Joan Shafer moved to approve the Animals in the Library policy. The motion was seconded by Kathy Betz and approved by the board.
- The Board Bylaws were reviewed. Board of Trustees members will serve two continuous 3-year terms. After one year, board members may return for two more continuous 3-year terms. This proposal will be brought up for a vote during the June board meeting.

OLD BUSINESS:

- The board discussed beginning ADA-compliant projects that cost less than \$25,000. No permission from WCSD is needed to purchase furniture.

NEW BUSINESS:

- A potential board candidate will attend the June meeting.

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

NEXT MEETING: June 7, 2023 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary