

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

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:38 p.m. in the library.

**Present:**

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

**MINUTES OF THE PREVIOUS MEETINGS:**

Motion to accept June 7, 2023 minutes by Joan Shafer, Tom Ernst seconded and the motion carried.

**LIBRARY DIRECTOR'S REPORT:**

- Financial:
  - WTPL's audit by Hutchinson, Gillahan & Freeh, P.C. is scheduled for August 10.
- Fundraising:
  - The Fall Book Sale will take place September 22-23. The library is accepting donations of used books.
  - The Boscov's shopping day fundraiser is scheduled for October 18. Shopping passes, which are priced at \$5 each for a 25% discount, will be available for purchase at the library in August.
  - The Fall Basket Raffle will be held November 3-11. A wide assortment of items, from gift certificates to filled baskets and a 50/50 will be available. The library is accepting donations of items and baskets.
- Personnel:
  - Susan Bielucke has hired a part-time employee to fill shifts on Monday and Wednesday evenings and Saturday afternoons. All shifts are now filled.
- Outreach/Collaboration:
  - Whitehall-Coplay Art Class: WCHS graphic design students created the art display in the children's section of WTPL. This collaborative art project embodies the All Together Now theme and is based on the work of artist Scott Albrecht.
- Programs:
  - Summer Reading Program: June 12-August 5. "All Together Now" theme. Programs, incentive reading challenges, prizes. Reptiles in the Library July 26 at 6 p.m.
  - Ongoing Programs: Community Quilt; Paper Crane Project
  - Upcoming Children's and Teen's Programs:
    - 7/18 at 10:30 Duplo Building; 7/18 at 1:30 Scavenger Hunt; 7/19 at 6:00 Creation Station; 7/22 at 11:00 Kids and Teens Connect; 7/25 at 9:00 Teens Paint; 8/2 Community Heroes Night; 8/12 at noon Summer Reading Finale
  - Upcoming Adult Programs:
    - 7/17 DIY Beeswax Wrap Take Home; 7/20 at 6:00 Bag Bugs; 7/27 at 6:00 Hess's Department Store: An Icon from the Past; 8/1 at 6:00 DIY Self Care

Night; 8/10 at 1:00 Adult Summer Reading Finale: 8/15 at 6:00 Mini Library Craft; 8/17 at 6:30 On the Same Page: Black Cake

**FINANCIAL REPORT OF THE TREASURER:**

WTPL has several accounts remaining with Truist. Eventually, all will be transferred to Embassy Bank. Checks and deposit slips for Embassy Bank have been ordered. The new card reader is now in use. Tom Ernst moved to accept the Financial Report. Joan Shafer seconded and the motion was approved.

**PRESENTATION/ACTION ON BILLS:**

Dhara Dekhtawala made a motion to approve total June payments in the amount of \$10,553.70. Joan Shafer seconded and the motion carried.

**COMMITTEE REPORTS/DISCUSSIONS:**

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

- Tom will trim the branches of Dinbokowitz's tree that overhang the property line on the library side.
- Last weekend's heavy rains resulted in minor roof leaking. Susan Bielucke will contact the WCSD maintenance department again to ask them to have the roofer come.
- Pursuant to the June board meeting discussion, cybersecurity insurance coverage has been increased at minimal cost.

**PERSONNEL** (Fran, Melissa):

- A new part-time staff member has been hired. See Library Director's Report.

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

- Nothing to report.

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

- All new patron computers have been installed.
- Susan Bielucke will request an updated cost estimate for a new server and related software and licensing from East Coast Network Services. The prior estimate, dated 5/23/23 expired 6/9/23.

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

- All are up to date. The next Policy Review will begin July 2024.

**OLD BUSINESS:**

- As of 7/13/23, WTPL Executive Board member candidate Ed Hozza has not submitted an application letter to the WCSD school board.

**NEW BUSINESS:**

- 2023-2024 Board Officer Nominations:
  - Kathy Betz nominated Fran Lloyd to continue as President. Seconded by Joan Shafer and approved by the board.
  - Kathy Betz nominated Joan Shafer to continue as Vice President. Seconded by Tom Ernst and approved by the board.
  - Joan Shafer nominated Kathy Betz to continue as Treasurer. Seconded by Dhara Dekhtawala and approved by the board.
  - Kathy Betz nominated Melissa Sassaman to continue as Secretary. Seconded by Joan Shafer and approved by the board.

- 2023-2024 Board Committees:
  - Dhara Dekhtawala will replace retired board member Denise Shaffer on the Budget/Finance and Computer/Operating Committees.
- 2023-2024 Board Meeting Schedule:
  - The board agreed to change the September 2023 meeting date from 9/14 to 9/7.

**ADJOURNMENT** : Motion to adjourn made by Kathy Betz. Seconded by Joan Shafer. Meeting adjourned at 7:35 PM.

**NEXT MEETING**: August 10, 2023 at 6:30 p.m.

Respectfully Submitted,  
Melissa Sassaman, Secretary