

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, August 10, 2023

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:34 p.m. in the library.

Present on site:	Present via Zoom:
Susan Bielucke, Director	Joan Shafer, Vice President
Fran Lloyd, President	Ed Hozza
Tom Ernst	
Melissa Sassaman, Secretary	
Dhara Dekhtawala	
Kathy Betz, Treasurer	

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept July 13, 2023 minutes by Kathy Betz. Tom Ernst seconded and the motion carried.

LIBRARY DIRECTOR'S REPORT:

- State and District Libraries:
 - The State Aid Library Subsidy Application has been completed and submitted. During 2022-2023 WTPL met all standards and did not require a waiver to receive state aid.
- Financial:
 - 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, are available at the library's front desk.
 - 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 drawing will be available. The library is accepting donations of items and baskets.
 - Small games of chance documents (required for raffle) and payment will be submitted August 11.
- Personnel:
 - Susan Bielucke is planning Fall/Spring staff training. Topics under consideration include de-escalation/emergency situations training by Whitehall Township Police, mindfulness stress reduction or fraud prevention.
- Outreach/Collaboration:
 - WTPL will have informational materials at the IronPigs Community Spotlight scheduled for August 29.
 - WTPL will host Whitehall Township Chief of Police Michael Marks and Whitehall Township Fire Chief David Nelson as guest readers for story time September 25 beginning at 11:00 a.m.
- Programs:
 - Upcoming Children's and Teen's Programs:
 - 8/12 at noon Summer Reading Finale
 - 8/16 at 6:30 p.m. Creation Station

- Upcoming Adult Programs:
 - 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 is continuing to move funds and accounts from Truist Bank to Embassy Bank.

Notable expenses incurred in July included the newly increased annual escrow payment, online subscription services and web hosting as well as the purchase of the new server.

Dhara Dekhtawala moved to accept the Financial Report. Tom Ernst seconded and the motion was approved.

PRESENTATION/ACTION ON BILLS:

Tom Ernst made a motion to approve total July payments in the amount of \$57,830.99. Dhara Dekhtawala seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- The roof is leaking again. WCSD's roofing contractors found rot under a seam. Susan Bielucke will contact WCSD's maintenance department regarding resolving this issue.
- Joan Shafer, Tom Ernst and Susan Bielucke met with Dr. Steckel to discuss the building lease with the WCSD. Future repairs/improvements were also discussed. Dr. Steckel will seek quotes for window caulking and building joints and WTPL will look into ADA improvements that were suggested by D'Huy Engineering Inc. At this time, WCSD is not committing to a roof replacement. Roof repairs will be made as needed. Joan, Tom and Susan will meet with Dr Steckel again on August 21 at noon.
- The Board has agreed to replace the hot water heater.
- Susan remarked that the yellow color of the book drop bins in the parking lot is attracting bees. Tom Ernst offered to paint the book drops blue.
- Scapes Landscaping will weed the library grounds as needed. Ed Hozza suggested asking the Rotary Club to trim the library's ornamental shrubbery as a service project.
- After the library and WCSD finalize the building lease, the snowblower can be sold.

PERSONNEL (Fran, Melissa):

- WTPL is transitioning away from Brown & Brown Insurance.

BUDGET/FINANCE (Kathy, Joan, Denise):

- Nothing to report.

COMPUTER/OPERATING (Denise, Fran, Melissa):

- The library's new server has been paid for and ordered.

POLICIES/BYLAWS (Fran, Tom, Kathy):

- Kathy Betz made a motion to approve the new Meeting Room Policy. Dhara Dekhtawala seconded and the motion passed.

OLD BUSINESS:

- Ed Hozza's application to join the WTPL executive board and the retention of Kathy Betz for her second 3-year term will be considered at the next WCSD school board meeting.

NEW BUSINESS:

- Susan Bielucke informed the board that library circulation has increased to pre-COVID levels.

ADJOURNMENT : Motion to adjourn made by Kathy Betz. Seconded by Tom Ernst. Meeting adjourned at 7:20 PM.

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

Respectfully Submitted,
Melissa Sassaman, Secretary