President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:33 p.m. in the library.

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

MINUTES OF THE PREVIOUS MEETINGS:  
Motion to accept August 10, 2023 minutes by Kathy Betz. Joan Shafer seconded and the motion carried.

LIBRARY DIRECTOR’S REPORT:

- State and District Libraries:
  - District Consultant Mark Sullivan has accepted the Director position at Southern Lehigh Library. Until Allentown Public Library hires someone to replace Mark, the District will be without a Consultant. Mark will continue to provide assistance in running LCLC.

- Financial:
  - Grants:
    - Susan Bielucke will meet with a representative from the Trexler Trust on September 20 to review the grant process and how to prepare the application. She will provide a tour of the library and discuss WTPL’s funding needs.
    - Susan will soon meet with Lions Clubs District Governor Denise Shaffer to begin discussing and writing the Lions grant for the library’s ADA upgrades.
    - This month, Susan will apply for the PPL Energizing Education Grant to support WTPL’s Summer Reading Program.
    - The library has received a $500 grant from the Phantoms charity for a story walk. Susan will partner with trail organizations to develop this activity.

- Personnel:
  - Fall Staff Day has been scheduled for Tuesday, October 24th. There will be a training session on mindfulness stress reduction. Additionally, a representative of the PA Department of Fraud and Security will provide information on fraud prevention.

- Outreach/Collaboration:
  - Susan Bielucke will meet with WCSD Curriculum Supervisor of ELA and Humanities, Melissa Arifaj on September 8 to review summer reading.
• Programs:
  ○ Upcoming Children’s and Teen’s Programs:
    ■ 9/5 at 11:00 a.m. Police Story Time with Chief Marks
    ■ 9/20 at 6:00 p.m. Creation Station: Play with Paint
    ■ 9/21 at 11:00 a.m. Fireman Story Time with Chief Nelson
    ■ Regular Fall Story Time begins 9/26 and continues through 11/15.
  ○ Upcoming Adult Programs:
    ■ 10/3 at 6:00 p.m. Lit Trivia (Teens and Adults)
    ■ 10/5 at 6:30 The True Story of the Legend of Sleepy Hollow

FINANCIAL REPORT OF THE TREASURER:
Dhara Dekhtawala moved to accept the Financial Report. Tom Ernst seconded and the motion was approved.

PRESENTATION/ACTION ON BILLS:
Joan Shafer made a motion to approve total August payments in the amount of $18,284.06. Ed Hozza seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):
○ Susan Bielucke is looking into a Trexler grant to help fund the library’s ADA compliant projects.
○ Susan will work with Denise Shaffer on a Lions Club grant to help fund Bid Package B.

PERSONNEL (Fran, Melissa):
○ Nothing to report.

BUDGET/FINANCE (Kathy, Joan, Denise):
○ Nothing to report.

COMPUTER/OPERATING (Denise, Fran, Melissa):
○ Nothing to report.

POLICIES/BYLAWS (Fran, Tom, Kathy):
○ Tom Ernst made a motion to approve the Request for Reconsideration Policy. Ed Hozza seconded and the motion passed.
○ Tom Ernst moved to approve the new Library Display Policy. Kathy Betz seconded and the motion passed.
○ Joan Shafer made a motion to approve the new Program Policy. Dhara Dekhtawala seconded the motion and the motion passed.
○ Joan Shafer moved to approve the Library Board Member Agreement. Kathy Betz seconded and the motion passed.

OLD BUSINESS:
○ None.
NEW BUSINESS:

- Susan Bielucke made a request to close the library on October 24th for a Staff Day. Joan Shafer made a motion to approve the request. Kathy Betz seconded and the request was approved.

ADJOURNMENT: Motion to adjourn made by Joan Shafer. Seconded by Tom Ernst. Meeting adjourned at 8:23 PM.

NEXT MEETING: October 12, 2023 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary