

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, September 7, 2023

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.
 - Fundraising:
 - The Fall Book Sale will take place September 22-23. The library is accepting donations of used books.
- 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 Bieluck will meet with WCSO 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