

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
**BOARD OF TRUSTEES MEETING - MINUTES**  
Thursday, November 9, 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.

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

**MINUTES OF THE PREVIOUS MEETINGS:**

Motion to accept October 12, 2023 minutes by Tom Ernst. Kathy Betz seconded and the motion carried.

**LIBRARY DIRECTOR'S REPORT:**

- State and District Libraries:
  - Susan Bielucke submitted WTPL's Plan for State Aid on November 7, in advance of the December 1 due date. The Plan is a requirement to receive state aid.
- Financial:
  - Grants:
    - Susan has applied for the Iron Pigs Grant to support a "Let's Move in Libraries" program at WTPL. Requested funds would be used for Yoga Story Time, Teen Zumba, Adult nutrition/wellness programming and birding backpacks. Grantees will be notified of award status on December 9.
    - Susan is working toward completing the Trexler Grant application by the December 1 due date.
  - Fundraising:
    - The Basket Raffle continues through November 11. As of November 2, WTPL netted \$1,350 during presale. This year's goal is \$3,000.
    - The Boscovs Friends Helping Friends fundraiser netted \$120.
    - The fall fundraising was mailed out during the past two weeks.
    - The Spring Book Sale is scheduled for April 26 and 27.
  - Employee Retention Tax Credits:
    - After researching various options and subsequent discussion with WTPL's Board, Susan has chosen First Nonprofit to submit the application for tax credits.
- Personnel:
  - The Staff Christmas Party will take place at the library December 8 at 4:00 p.m. Staff members will participate in games and an optional gift exchange.
- Outreach/Collaboration:
  - The library will begin collecting for the Toys for Tots program on November 13.

- Susan met with Deb Rosene of the Whitehall Environmental Advisory Council regarding a partnership in providing Spring programming for children in 3rd - 6th grade and for adults. They are also working to provide Birdwatching Backpacks for check out by patrons. Whitehall EAC will provide maps, bird identification materials and possibly backpacks. Susan included funding for binoculars in the Iron Pigs grant request.
- Programs:
  - Upcoming Children's and Teen's Programs:
    - Holiday Story Times, 12/5 (Hanukkah), 12/12 (Christmas), and 12/19 (Kwanzaa) at 11:00 a.m. and 1:30 p.m.
  - Upcoming Adult Programs:
    - 11/14 at 6:00 p.m. Fall Mocktails
    - 11/16 at 6:30 On the Same Page
    - 11/18 at 11:00 a.m. Medicare Workshop
    - 11/18 at 1:00 p.m. Birth of the American Industrial Revolution: LV Canal and Coal
    - 12/7 at 6:00 p.m. Christmas Craft

**FINANCIAL REPORT OF THE TREASURER:**

Ed Hozza moved to accept the Financial Report. Joan Shafer seconded and the motion was approved.

**PRESENTATION/ACTION ON BILLS:**

Ed Hozza made a motion to approve total October payments in the amount of \$26,717.88. Tom Ernst seconded and the motion carried.

**COMMITTEE REPORTS/DISCUSSIONS:**

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

- The Board discussed WCSD's proposed contribution toward WTPL building improvement Bid Package A. Kathy Betz made a motion to approve acceptance of WCSD's proposed contribution toward Bid Package A. Ed Hozza seconded, and the motion passed.
- Snow removal and grass cutting: WCSD would charge WTPL \$2,000 annually as opposed to an annual cost of \$3,500 to hire an outside contractor. WCSD's charge would include weeding and fall cleanup. These services and the associated charge would be included in WTPL's lease with WCSD. Tom Ernst made a motion to have WCSD provide snow removal and grass cutting services at an annual cost of \$2,000. Kathy Betz seconded the motion and the motion passed.
- The Board learned that Bethlehem Area School District will pay the insurance deductible toward repair of the damaged parking lot light pole.

**PERSONNEL (Fran, Melissa, Ed):**

- Nothing to report.

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

- Nothing to report.

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

- Nothing to report.

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

- Kathy Betz made a motion to include a weapons ban in WTPL's Patron Conduct Policy. Ed Hozza seconded and the motion passed.

**OLD BUSINESS:**

- Tom Ernst will paint the outdoor book drop..

**NEW BUSINESS:**

- Kathy Betz made a motion to approve WTPL's list of 2024 Holidays and Special Hours. Tom Ernst seconded and the motion passed.

**ADJOURNMENT** : Motion to adjourn made by Kathy Betz. Seconded by Tom Ernst. Meeting adjourned at 7:18 p.m.

**NEXT MEETING:** December 14, 2023 at 6:30 p.m.

Respectfully Submitted,  
Melissa Sassaman, Secretary