

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
**BOARD OF TRUSTEES MEETING - MINUTES**  
Thursday, October 12, 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:	Absent:
Susan Bielucke, Director	Dhara Dekhtawala
Fran Lloyd, President	
Tom Ernst	
Melissa Sassaman, Secretary	
Kathy Betz, Treasurer	
Ed Hozza	
Joan Shafer, Vice President	

**MINUTES OF THE PREVIOUS MEETINGS:**

Motion to accept September 7, 2023 minutes by Ed Hozza. Kathy Betz seconded and the motion carried. Kathy Betz made a motion to approve the September 28, 2023 special board meeting minutes. Joan Shafer seconded and the motion passed.

**LIBRARY DIRECTOR'S REPORT:**

- Financial:
  - Grants:
    - Susan Bielucke has applied for the PPL Energizing Education Grant to support WTPL's Summer Reading Program. Grantees will be notified in December.
    - The library has been awarded and is awaiting receipt of a \$500 grant from the Phantoms charity for a spring story walk. Phantoms mascot meLViN will come for a photo op in October.
  - Fundraising:
    - The Fall Book Sale netted \$1,350, nearly doubling the proceeds of the Spring Book Sale.
    - The Basket Raffle presale has begun. Five cards of 15 tickets each can be purchased for \$20. One card of 15 tickets costs \$5. There will also be a 50/50 drawing. Thus far, the library has 40 gift cards/gift certificates and 52 baskets.
    - The Boscovs Friends Helping Friends fundraiser is ongoing. Twenty-five percent off shopping passes are on sale for \$5 for the October 18 shopping day.
    - The fall fundraising card has been created and will be sent to the printers.
  - Employee Retention Tax Credits:
    - Susan will attend a PaLA webinar to help determine whether WTPL qualifies for this refund. If so, Susan will enlist the services of First Nonprofit to assist with the filing. April 2024 is the deadline to claim the tax credit.
  - Audit and Tax Form 990:
    - The audit and tax form 990 were completed in September. Board President Fran Lloyd signed form 990 and it was returned to Hutchinson, Gillllahan & Freeh, P.C. for submission.

- o Baker & Taylor Subscription:
  - The price of the Baker & Taylor subscription has increased. Susan has decided not to renew the subscription because it is not being used by WTPL staff.
- Personnel:
  - o WTPL will be closed Tuesday, October 24th for the Fall Staff Day.  
Schedule:  
11:00-12:00 Mindfulness and Stress Reduction presented by Shanthi Project.  
12:00-1:00 Lunch/Staff Meeting  
12:45-2:00 Craft  
2:00-3:00 Fraud & Scams presented by PA Department of Banking and Securities
- Outreach/Collaboration:
  - o WTPL will participate in the Whitehall Halloween Parade on Thursday, October 26.
  - o The library will begin collecting for the Toys for Tots program on November 13.
- Programs:
  - o Upcoming Children's and Teen's Programs:
    - 10/18 at 6:00 p.m. Creation Station: Bending Colors
    - 10/25 at 6:00 p.m. Movie Night: Nightmare Before Christmas
    - 10/28 at 1:00 p.m. Hallow-Read
    - 10/31 at 11:00 a.m. Creepy Crawlies
  - o Upcoming Adult Programs:
    - 10/16 at 6:30 p.m. Lehigh Valley Haunts
    - 10/19 at 6:30 On the Same Page
    - 10/21 at 1:00 p.m. Medicare Workshop
    - 10/26 at 6:00 p.m. Pumpkin 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:**

Kathy Betz made a motion to approve total September payments in the amount of \$16,592.97. Tom Ernst seconded and the motion carried.

**COMMITTEE REPORTS/DISCUSSIONS:**

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

- The previously scheduled meeting with WCSD to discuss building updates and the lease has been postponed.
- Joan Shafer will follow up regarding the light pole that was damaged by a Bethlehem Area School District bus. A quote is needed for the insurance settlement. She will discuss with WCSD Maintenance having the other parking lot lights upgraded when the downed pole is replaced.
- In 2022, Fall cleanup cost was \$825. The Board agrees to have a Fall cleanup done again this year.

**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 Filming Policy. Joan Shafer seconded and the motion passed.

**OLD BUSINESS:**

- Tom Ernst will paint the outdoor book drop..

**NEW BUSINESS:**

- Ed Hozza agreed to be assigned to the Personnel Committee

**ADJOURNMENT** : Motion to adjourn made by Kathy Betz. Seconded by Joan Shafer. Meeting adjourned at 7:10 p.m.

**NEXT MEETING:** November 9, 2023 at 6:30 p.m.

Respectfully Submitted,  
Melissa Sassaman, Secretary