

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, December 14, 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	Ed Hozza
Fran Lloyd, President	
Tom Ernst	
Melissa Sassaman, Secretary	
Kathy Betz, Treasurer	
Dhara Dekhtawala	
Joan Shafer, Vice President	

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept November 9, 2023 regular board meeting minutes by Joan Shafer. Kathy Betz seconded and the motion carried.

Motion to accept November 15, 2023 special board meeting minutes by Joan Shafer. Kathy Betz seconded and the motion carried.

LIBRARY DIRECTOR'S REPORT:

- State and District Libraries:
 - State funding will be released January 2024. Passage of bills to release funds for libraries was delayed. In the interim, LCLC has been paying only for essentials such as delivery, salaries and database subscriptions.
- Technology:
 - Susan Bielucke is working with Valley Business Machines to have the patron copier repaired. The copier is ten years old. It is not leased and is not under contract. Susan will request quotes for a new copier. The cost will be included in the 2024-2025 budget.
 - The library's Sharp copier is under contract with Frasier Business Machines. The board discussed the possibility of switching the contract to Davis Business Machines.
- Financial:
 - Grants:
 - Susan has not received any status update regarding the application for the Iron Pigs Grant for a "Let's Move in Libraries" program at WTPL. Grantees were to have been notified of award status on December 9.
 - Susan submitted the Trexler Grant application by the December 1 due date. Organizations will be notified of their award status in May 2024.
 - WTPL received a \$1,000 grant for the summer reading program from PPL's Energizing Education Grant program. The grant is part of PPL's Cover to Cover initiative to improve child literacy.
 - The library received \$500 in grant funding from Capital Blue Cross. Thanks were extended to WTPL board president Fran Lloyd for her successful grant application.

- o Fundraising:
 - The Basket Raffle exceeded this year's goal of \$3,000. Gross receipts were \$3,601. After expenses, WTPL netted \$3,142. Volunteer support of this fundraiser is appreciated.
 - The Boscovs Friends Helping Friends fundraiser netted \$120.
 - The fall fundraising response is a little over \$3,500 to date.
- o Employee Retention Tax Credits:
 - Susan continues to work with First Nonprofit to file the application for tax credits from the IRS. The deadline for the 2020 filing is April 15, 2024.
- Personnel:
 - o The Staff Christmas Party took place at the library December 8. The 12 staff members in attendance participated in games and a gift exchange.
 - o Susan attended the *Basics of Preparing for an Armed Intruder or Unwelcome Guest* program held at Lower Macungie. The program, presented by Survival Mindset Company, included walk-through drills, tabletop exercises, de-escalation techniques and non-verbal communication. Susan would like to include this training during WTPL's next staff day.
- Outreach/Collaboration:
 - o The Toys for Tots collection at WTPL continues through December 16..
 - o WTPL received from APCI Federal Credit Union a donation of kids' financial literacy books.
- Programs:
 - o 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.; Family Movie Night: The Grinch 12/27 at 6:00 p.m.
 - o Upcoming Adult Programs:
 - Second Annual Stay Cozy January
 - 1/8 - 13/2024 Virtual Sticker Board
 - 1/15 - 20/2024 Hygge Kit
 - 1/22 - 27/2024 Virtual Escape Room
 - 1/18/2024 at 6:30 p.m. On the Same Page: Vera Wong's Unsolicited Advice for Murderers
 - 1/2 - 3/16/2024 Adult Winter Reading Program

FINANCIAL REPORT OF THE TREASURER:

WTPL received notice that one of its credit cards was hacked, but purchase attempts were blocked. One transaction went through, but was removed.

Of note: The fall fundraising letter was sent a month later in 2022 than in 2023. It is anticipated that donations will continue to be received for six months. WTPL switched to a new Workmen's Compensation Insurance carrier and will receive a reimbursement from the prior carrier. The annual magazine subscription payment to EPSCO was made in November, representing a somewhat sizeable expense.

Tom Ernst moved to accept the Financial Report. Joan Shafer seconded and the motion was approved.

PRESENTATION/ACTION ON BILLS:

Dhara Dekhtawala made a motion to approve total November payments in the amount of \$15,432.11. Tom Ernst seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- WTPL has not yet received a response from Bethlehem Area School District's insurance carrier, Liberty Mutual, regarding payment of the \$5,000 insurance deductible toward repair of the damaged parking lot light pole.
- No new developments regarding the lease.

PERSONNEL (Fran, Melissa, Ed):

- Nothing to report.

BUDGET/FINANCE (Kathy, Joan, Dhara):

- Nothing to report.

COMPUTER/OPERATING (Dhara, Fran, Melissa):

- WTPL is continuing to migrate files to its new server.

POLICIES/BYLAWS (Fran, Kathy, Tom):

- Nothing to report.

OLD BUSINESS:

- None.

NEW BUSINESS:

- The board engaged in a strategic plan brainstorming session. Noted among WTPL's strengths: programming, location and space. Areas for improvement: building accessibility, customer service. Opportunities for partnership and service to underserved community members: senior living facilities, Chamber of Commerce, Whitehall Area Rotary Club. Obstacles to meeting goals: funding, reliance on school and state taxes, loss prevention.

ADJOURNMENT : Motion to adjourn made by Kathy Betz. Seconded by Tom Ernst. Meeting adjourned at 8:03 p.m.

NEXT MEETING: January 11, 2024 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary