

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
BOARD OF TRUSTEES MEETING - MINUTES  
Thursday, January 11 2024

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:35 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 December 14, 2023 board meeting minutes by Kathy Betz. Joan Shafer seconded and the motion carried.

**LIBRARY DIRECTOR'S REPORT:**

- State and District Libraries:
  - PA Interlibrary Delivery Service cost has increased by \$14,000. All libraries are working toward cutting back on interlibrary loans in order to drop to the next lowest IDS tier.
  - LCLC has begun considering expanding resource sharing with other libraries in the Lehigh Valley.
- Financial:
  - Grants:
    - Susan Bielucke has been notified that her “Let’s Move in Libraries” grant proposal has been selected for funding in the amount of \$1,500. She has been invited to attend the January 18th Iron Pigs Charities Winter Caravan Event. The organization will visit the library to present the check.
    - Susan will submit a grant to Members 1st Charitable Foundation to assist in funding the purchase of ADA-compliant doors for the library. The application deadline for first cycle 2024 funding is February 1. Successful applicants will be notified March 1.
- Personnel:
  - All supervisors will have the opportunity to attend Frontline Online training from the Pennsylvania Library Association. The all-day online training includes sessions on customer service, collection development and marketing.
- Programs:
  - Upcoming Children’s and Teen’s Programs:
    - Creation Station: Weather Patterns, 1/17 at 6:00 p.m.; Family Movie Night: Journey to the Center of the Earth, 1/24 at 6:00 p.m.

- Upcoming Adult Programs:
  - Second Annual Stay Cozy January:
    - 1/8 - 13 Virtual Sticker Board
    - 1/15 - 20 Hygge Kit
    - 1/22 - 27 Virtual Escape Room
    - 1/25 at 6:30 p.m. On the Same Page: Vera Wong's Unsolicited Advice for Murderers
    - 1/2 - 3/16 Adult Winter Reading Program
    - 2/6 at 6:00 p.m. Valentine's Craft: Paper Heart Flowers

**FINANCIAL REPORT OF THE TREASURER:**

Of note: WTPL has not yet received reimbursement from its former Workmen's Compensation Insurance carrier. The library received its portion of school tax revenue in December. The deductible reimbursement from BASD's insurance carrier has arrived. WTPL has received payment of the grant award from PPL. Expenses of note during December included the subscription payment for database renewal and fees for WTPL's website.

Dhara Dekhtawala moved to accept the Financial Report. Tom Ernst seconded and the motion was approved.

**PRESENTATION/ACTION ON BILLS:**

Dhara Dekhtawala made a motion to approve total December payments in the amount of \$17,313.96. Tom Ernst seconded and the motion carried.

**COMMITTEE REPORTS/DISCUSSIONS:**

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

- Susan will notify WCSD's maintenance department that the HVAC roof units are icing up. WCSD will then contact Johnson Controls.
- No updates from Dr. Steckel about the light pole.

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

- WTPL will hire a new bookkeeper in the upcoming months. An audit should be scheduled prior to hiring. The bookkeeper position will be posted on WTPL's website and on Indeed. The board discussed transitioning to QuickBooks online in February.
- Illness/Masking: Because the public health emergency has ended, WTPL cannot require its employees to wear a mask.

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

- Susan might begin working on the budget in February.

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

- The server is being worked on this week.

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

- Several policies and bylaws will be due for review in 2024.

**OLD BUSINESS:**

- None.

**NEW BUSINESS:**

- Stolen DVDs: 25 to 30 DVDs have been stolen from the library's collection. Interventions to prevent future theft: cameras, signs, security sticks, removed a display case to improve the line of sight from the circulation desk to the DVD area.

**ADJOURNMENT** : Motion to adjourn made by Kathy Betz. Seconded by Joan Shafer. Meeting adjourned at 7:32 p.m.

**NEXT MEETING:** February 8, 2024 at 6:30 p.m.

Respectfully Submitted,  
Melissa Sassaman, Secretary