

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, February 8, 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	Kathy Betz, Treasurer	Tom Ernst
Fran Lloyd, President	Dhara Dekhtawala	
Melissa Sassaman, Secretary	Joan Shafer, Vice President	
Ed Hoza		

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept January 11, 2024 board meeting minutes by Kathy Betz. Joan Shafer seconded and the motion carried.

LIBRARY DIRECTOR'S REPORT:

- State and District Libraries:
 - The PA Public Data Survey, which documents that the library is meeting standards for state aid, is due by March 15. Susan Bielucke attended a state training session to review changes for the 2023 reporting year.
 - LCLC district libraries meet February 14 to continue discussing resources sharing between more Lehigh Valley libraries.
- Financial:
 - Employee Retention Credit:
 - Susan completed the 941-X application forms and submitted them January 26. If the application is accepted, WTPL would receive \$87,893. It is currently taking up to 12 months to receive payment.
 - On February 6, WTPL received state aid in the amount of \$102,210.10.
 - WTPL has received a \$2,019 reimbursement for the Workers Comp payment from Selective Insurance.
 - On February 9, Iron Pigs will visit WTPL to present the grant check and take photos.
- Personnel:
 - Bookkeeper Position:
 - Susan prepared interview questions and set up interviews for the week of February 5. Library Board Treasurer Kathy Betz will attend the second round of interviews.
- Programs:
 - Upcoming Children's and Teen's Programs:
 - Family Story Times: Thursdays at 11:00 a.m. through February; Creation Station: Explore Lunar New Year, 2/21 at 6:00 p.m.; Read Across America Story Time, 3/2 at 11:00 a.m.; Eclipse Explorers with Dr. Gallis, 3/2 at 1:30 p.m.; Happening Homeschoolers, 3/13 at 1:30 p.m.; Spring Story Times begin 3/5 : Preschool-Tuesdays at 11:00 a.m. or 1:30 p.m. and Toddlers- Thursdays at 11:00 a.m.

- Upcoming Adult Programs:
 - Adult Winter Reading Program runs 1/2 - 3/16; Spring Mocktails 3/12 at 6:00 p.m; Fashions to Die For 3/28 at 6:30 p.m.

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 January payments in the amount of \$171,149.70. Dhara Dekhtawala seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- The previously damaged light pole appears to have been struck again. Joan Shafer will discuss the light pole with WCSD's maintenance department.
- WCSD maintenance department will conduct sewer line jetting next week.
- No updates regarding the building lease.

PERSONNEL (Fran, Melissa, Ed):

- Interviews for the Bookkeeper position will continue tomorrow. The successful candidate will work 15-20 hours per week.

BUDGET/FINANCE (Kathy, Joan, Dhara):

- After discussion of CDs held at Embassy Bank, Ed Hozza made a motion to renew the CD at 5% interest for 8 months when it matures tomorrow. Dhara Dekhtawala seconded and the motion carried.
- Dhara Dekhtawala will check on Wells Fargo Bank's business credit card terms.
- Susan Bielucke will inquire whether Embassy Bank offers non-fee bill pay services.

COMPUTER/OPERATING (Dhara, Fran, Melissa):

- The server update is nearly complete.

POLICIES/BYLAWS (Fran, Kathy, Tom):

- Nothing new to report.

OLD BUSINESS:

- None.

NEW BUSINESS:

- The 3-year board membership terms of Tom Ernst and Melissa Sassaman expire in June.

ADJOURNMENT : Motion to adjourn made by Kathy Betz. Seconded by Ed Hozza. Meeting adjourned at 7:35 p.m.

NEXT MEETING: March 14, 2024 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary