

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
BOARD OF TRUSTEES MEETING - MINUTES  
Thursday, March 14, 2024

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:39 p.m. in the library.

Present:

Susan Bielucke, Director  
Fran Lloyd, President  
Melissa Sassaman, Secretary  
Ed Hozza

Absent:

Kathy Betz, Treasurer

**MINUTES OF THE PREVIOUS MEETINGS:**

Motion to accept February 8, 2024 board meeting minutes by Dhara Dekhtawala. Joan Shafer seconded and the motion carried.

**LIBRARY DIRECTOR'S REPORT:**

- State and District Libraries:
  - The PA Public Data Survey was submitted on March 5 and reviewed by the District Consultant.. WTPL should meet all standards for the 2023 reporting year. Susan Bielucke will make sure that the library is meeting the goal of spending 12% of total operating expenses on its collections.
  - LCLC district libraries are finalizing the Memorandum of Understanding regarding resource sharing to include Allentown, Bethlehem, Easton and Monroe County. Our library will continue to access books first at WTPL, then through LCLC, and then through Multi-District Lehigh Valley and Pocono. Books will be lent based on the rules of the checkout library.
- Collections:
  - The library received 40 Wonderbooks and placed them in circulation in the children's section.
  - The binoculars obtained through the Iron Pigs grant have arrived. WTPL is working with the Whitehall Environmental Advisory Council for the creation of the birding backpacks. Whitehall EAC is donating one set of binoculars and the backpacks. Five backpacks will be available for checkout.
- Financial:
  - WTPL did not receive the grant from Members First for the ADA doors.
  - Susan Bielucke will subscribe to a 1-year trial of GrantStation, a database of federal, state and local grants for nonprofit organizations.
  - The spring fundraising letter has been printed and mailing has begun.
- Personnel:
  - Bookkeeper Position:
    - Ellie Valentin has accepted the position of bookkeeper. She will be training with Marva Johnson for the next few weeks. Ellie will work at the library in the evenings and on weekends.
  - WTPL Staff Night Out
    - Staff are invited on March 22 to go out for dinner and then to Whitehall High School's production of "Mean Girls: The Musical".

- Attendance at dinner and the show is optional. The outing is not sponsored by the library.
- Programs:
  - Upcoming Children's and Teen's Programs:
    - Spring StoryTimes begin 3/5 : Preschool- Tuesdays at 11:00 a.m. or 1:30 p.m. and Toddlers- Thursdays at 11:00 a.m.; Happening Homeschoolers 3/13 at 1:30 p.m.; Creation Station: Solar Eclipse 3/20 at 6:00 p.m.; Here Come the Birds 3/27 at 6:00 p.m.; Storytime Yoga: Youth 4/8 at 5:00 p.m.
  - Upcoming Adult Programs:
    - Adult Winter Reading Program runs 1/2 - 3/16; Spring Mocktails 3/12 at 6:00 p.m.; On the Same Page: Diamond Eye 3/21 at 6:30 p.m.; Fashions to Die For 3/28 at 6:30 p.m.; Basics of Medicare 4/4 at 6:00 p.m.; Intro to Excel 4/9 at 6:00 p.m.; Backyard Birds with Native Plants 4/10 at 6:00 p.m.

**FINANCIAL REPORT OF THE TREASURER:**

Of note: Workmen's Compensation Insurance reimbursement in the amount of \$2,019.00 was received in February. Interest income of \$13,936.20 posted in February.

Ed Hozza 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 February payments in the amount of \$12,422.13. Tom Ernst seconded and the motion carried.

**COMMITTEE REPORTS/DISCUSSIONS:**

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

- A WCSD capital improvement plan meeting will take place next week. Dr. Steckel has contacted State Senator Nick Miller regarding obtaining state grant funding for library building improvements.
- Lighting updates are underway. Concrete repairs may be required prior to replacement of the broken light pole in the parking lot.
- The sewer lines were not able to be jetted. Susan will revisit the issue during the March school board meeting.
- WCSD maintenance department is taking over grass cutting for WTPL. Scapes Design, LLC will perform spring and fall cleanup.

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

- Susan Bielucke will work on staff reviews and salary increases. The library budget is due in April.

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

- WTPL has applied for a business credit card with Wells Fargo Bank.
- WTPL has pledged assets/collateral on file with the bank.

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

- Susan Bielucke has requested a cost quote for migrating the library's email to Google Workspace.

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

- Nothing new to report.

**OLD BUSINESS:**

- Letters of intent to renew board member terms are required by the April WTPL board meeting from Tom Ernst and Melissa Sassaman.
- Insightful input to the library's Strategic Plan was received from WTPL staff members.

**NEW BUSINESS:**

- None

**ADJOURNMENT** : Motion to adjourn made by Ed Hozza. Seconded by Tom Ernst. Meeting adjourned at 7:38 p.m.

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

Respectfully Submitted,  
Melissa Sassaman, Secretary