

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

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:37 p.m. in the library.

Present:		Absent:
Susan Bielucke, Director	Tom Ernst	None
Fran Lloyd, President	Dhara Dekhtawala	
Melissa Sassaman, Secretary	Joan Shafer, Vice President	
Ed Hozza	Kathy Betz, Treasurer	

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept March 14, 2024 regular board meeting minutes by Kathy Betz. Ed Hozza seconded and the motion carried.

Motion to accept March 14, 2024 executive session minutes by Tom Ernst. Joan Shafer seconded and the motion carried.

Motion to accept March 21, 2024 special board meeting minutes by Kathy Betz. Dhara Dekhtawala seconded and the motion carried.

Motion to accept March 21, 2024 executive session minutes by Ed Hozza. Tom Ernst seconded and the motion carried.

LIBRARY DIRECTOR'S REPORT:

- State and District Libraries:
 - Multi-District Lehigh Valley Pocono Library Partnership, which includes 20 public libraries in Carbon, Lehigh, Monroe and Northampton counties, is live as of April 3.
- Financial:
 - WTPL received notice that the Friends of WTPL group did not file their taxes or terminate their business with the end of December 2022. Susan Bielucke filed the group's Form 990-N for 2022 and 2023. She selected "termination of business" in the 2023 filing.
 - WTPL's Spring Book Sale is scheduled for April 26 and 27.
 - The Yard Sale will take place June 7 and 8.
- Partnerships:
 - WTPL has partnered with PBS 39 to provide 25 "Smart Sacks" for pre-K and Kindergarten patrons each quarter. These bags contain a toy, game, books and activity..
- Personnel:
 - Nine staff members attended "Mean Girls Night Out" at WHS. They are planning an escape room or ax throwing event at the end of summer.
 - On April 2, staff feted retiring WTPL bookkeeper Marva Johnson with pizza, cake and gifts.
 - Staff celebrated National Library Workers Day on April 9 by enjoying a pretzel platter.
- Programs:
 - Upcoming Children's and Teen's Programs:
 - Creation Station: Stuck on Art 4/17 at 6:00 p.m.; Storytime Yoga: Tots 4/18 at 10:00 a.m.; May Smokey the Bear Reading Challenge; Slug in Love Story Time 5/7 at 11:00 a.m.; Happening Homeschoolers 5/8 at 1:30 p.m.; Teen Zumba May 9, 16, 23 and 30; Storytime Yoga: Youth 5/13 at 5:00 p.m.

- Upcoming Adult Programs:
 - Adult Spring Craft 4/16 and 18 at 6:00 p.m; Healthy Living 5/23 at 6:00 p.m.; The Body of Abraham Lincoln 5/28 at 6:30 p.m.

FINANCIAL REPORT OF THE TREASURER:

Ed Hozza moved to accept the Financial Report. Tom Ernst seconded and the motion was approved.

PRESENTATION/ACTION ON BILLS:

Joan Shafer made a motion to approve total March payments in the amount of \$15,410.51. Tom Ernst seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- Capital projects: Susan Bielucke and Dr. Steckel have completed their respective portions of the grant application (COVID-19 ARPA Capital Projects Fund Multi-purpose Community Facilities Program from PA Department of Commerce and Economic Development) and forwarded it to D'Huy for completion. WCSD/WTPL should receive notification by summer.
- WTPL's lease with WCSD has been extended for one year. The annual escrow will increase from \$20,000 to \$21,000. The grass cutting fee will be \$2,000.
- Per. Scapes Design, no spring cleanup is needed, only weed pulling.
- One of the book drops was hit by a car and pushed into the one next to it. Both need to be replaced. The cost of a double book drop (books/media) is approximately \$10,000. WCSD maintenance department has agreed to perform the installation. The new book drop will be installed on a concrete pad.

PERSONNEL (Fran, Melissa, Ed):

- The new bookkeeper has started.

BUDGET/FINANCE (Kathy, Joan, Dhara):

- Discussion tabled until a future meeting.

COMPUTER/OPERATING (Dhara, Fran, Melissa):

- Susan Bielucke has not yet received a cost quote for migrating the library's email to Google Workspace.

POLICIES/BYLAWS (Fran, Kathy, Tom):

- Nothing new to report.

OLD BUSINESS:

- Letter of intent to renew board member term is required by the next WTPL board meeting from Tom Ernst.

NEW BUSINESS:

- None

ADJOURNMENT : Motion to adjourn made by Joan Shafer. Seconded by Kathy Betz. Meeting adjourned at 7:51 p.m.

NEXT MEETING: May 9, 2024 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary