

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, June 13, 2024

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:30 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 May 9, 2024 regular board meeting minutes by Kathy Betz. Joan Shafer seconded and the motion carried.

Motion to accept May 9, 2024 executive session minutes by Kathy Betz. Tom Ernst seconded and the motion carried.

LIBRARY DIRECTOR'S REPORT:

- Financial:
 - Fundraising
 - WTPL's Yard Sale netted \$1,000.
 - Insurance Reimbursement
 - WTPL received from Allstate a check for \$2,375, representing the full cost of the cement replacement.
 - Because of the age of the book drop, Susan negotiated with a third party representing Allstate for a 10% reduction of the full replacement cost. The actual price of the replacement book drop is \$7,056, exclusive of any disposal costs of the current drop.. WTPL received a check for \$6,366.
 - WTPL's 403b Plan
 - The 5500 filing for the plan has been completed.
- Partnerships:
 - Pursuant to Susan Bielucke's discussion with Whitehall Township Department of Recreation Director Brandon Hibbler, it was determined that the Storywalk will begin at the Chestnut Street trailhead of the Ironton Rail Trail. The story will be changed three times this summer.
 - This week, WTPL received from PBS 39 "Smart Sacks" for pre-kindergarten and kindergarten aged children. Each bag contains a toy, game, books and activity.
- Staff
 - Susan has completed interviews for the circulation position and is in the process of sending out reference checks.
- Programs:
 - Summer Reading Incentive Programs
 - The summer reading incentive programs for children and adults will run from June 15th-August 3.
 - Summer Reading Highlights

- 6/15 at 1:00 p.m. Summer Reading Kickoff: Eyes of the Wild (with 5 live animals)
 - Upcoming Children's and Teen's Programs
 - 6/18 at 1:00 p.m. Stickerpalooza
 - 6/19 at 1:00 p.m. Library Rocks
 - 6/20 at 11:00 a.m. Duplo Building
 - 6/20 at 1:30 p.m. Lego Building
 - 6/25 at 1:00 p.m. Pop Tart Taste Testing
 - 6/25 at 6:00 p.m. Parent Pal Craft Night
 - 6/26 at 1:00 p.m. Teen Friendship Jewelry
 - 6/27 at 1:00 p.m. LV Therapy Dogs
 - Tuesdays in July at 11:00 a.m. Tropical Adventures
 - Wednesdays in July at 1:30 p.m. Family Story Time
 - Thursdays in July at 11:00 a.m. Toddler Story Time
 - 7/3 at 6:00 p.m. Binglow
 - 7/10 at 6:00 p.m. Super Science and Amazing Art
 - Upcoming Adult Programs:
 - 6/17 at 6:30 p.m. Death Cafe
 - 6/18 at 6:30 p.m. Firefly Preservation
 - 6/20 at 6:00 p.m. Mindful Mandalas
 - 6/27 at 6:30 p.m. Whitehall Snapshot Stories
 - 7/2 at 6:00 p.m. Around the World Snack Taste Testing
 - 7/9 at 6:00 p.m. Succulent Savvy

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:

Ed Hozza made a motion to approve total May payments in the amount of \$18,592.99. Tom Ernst seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- Book drops: Funds for replacement of the damaged book drops have been received. Susan will coordinate with WCSD on ordering the new book drops.
- Light pole: The new base for the light pole has been installed. The light pole will be installed at a later date.
- Doors: Awaiting decision on the DCED grant.

PERSONNEL (Fran, Melissa, Ed, Dhara):

- Health insurance: A 10% cost increase has been included in the 2024-2025 budget. Highmark's price for medical insurance premiums will increase by 6.6%. The current deductible is \$2,500. The monthly premiums for vision insurance will increase by only a few cents.
- Tom Ernst made a motion to continue with Highmark for 2024-2025. Kathy Betz seconded the motion and the motion passed.

BUDGET/FINANCE (Kathy, Joan, Dhara):

- New business credit card with Wells Fargo: Susan Bielucke will attend to this tomorrow.
- One of WTPL's CDs will expire soon. The CD will be rolled over.

COMPUTER/OPERATING (Dhara, Fran, Melissa):

- Email migration: Susan Bielucke will have unused email accounts removed. She has received a quote of \$12,000, which includes 10 email accounts, from CLIU. Susan will also consider a bid from East Coast Network Services, WTPL's current IT company. Their bid was delayed because CLIU would not release needed information to East Coast Network Services.

POLICIES/BYLAWS (Fran, Kathy, Tom):

- None.

OLD BUSINESS:

- WTPL board member terms for Denise Shaffer, Tom Ernst and Melissa Sassaman were approved during the May WCSD school board meeting.

NEW BUSINESS:

- None

ADJOURNMENT : Motion to adjourn made by Kathy Betz. Seconded by Tom Ernst. Meeting adjourned at 6:58 p.m.

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

Respectfully Submitted,
Melissa Sassaman, Secretary