

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
BOARD OF TRUSTEES MEETING - MINUTES  
Thursday, August 8, 2024

President Joan Shafer called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:38 p.m. in the library.

Present:  
Susan Bielucke, Director  
Denise Shaffer  
Kathy Betz, Treasurer  
Melissa Sassaman, Secretary  
Dhara Dekhtawala, Vice President  
Joan Shafer, President  
Tom Ernst

Absent:  
Ed Hozza

**MINUTES OF THE PREVIOUS MEETINGS:**

Motion to accept July 11, 2024 regular board meeting minutes by Kathy Betz. Dhara Dekhtawala seconded and the motion carried.

Motion to accept July 11, 2024 executive session minutes by Kathy Betz. Denise Shaffer seconded and the motion carried.

**LIBRARY DIRECTOR'S REPORT:**

- Financial:
  - Grants
    - Trexler Grant: \$7,500 was received and deposited in WTPL's Operating Account. The funds must be used by March 2025.
    - COVID-19 ARPA PA Multi-Purpose Community Facilities Program: No update. Notification of any award is expected by the end of August.
    - Susan will apply for other 2024-2025 grants prior to December 1: PPL grant for the summer reading program; Iron Pigs for kid and teen educational/recreational programs; Trexler Trust for building improvements.
  - Audit

The audit took place August 1 and 2. Susan provided additional information as requested by Hutchinson, Gillahan & Freeh, P.C. All went well.
  - Fundraising
    - Fall Book Sale: scheduled for September 27 and 28. Donations being accepted.
    - Boscov's Friends and Family: \$5 donation for 25% off pass for October 22. Passes will be available at WTPL in August.
    - Fall Basket Raffle: scheduled for October 25-November 2. Includes gift certificates, filled baskets and 50/50 drawing. Donations being accepted.
  - Miscellaneous
    - Sales and Use tax filed and paid in July.
    - Small Games of Chance License application was completed and sent to Lehigh County.

- Staff
  - Staff Night Out- August 16 Iron Hill Brewery.
- Programs:
  - Summer Reading Highlights
    - 8/10 at noon Kids' Finale: balloon art, face painting, mini moos
  - Children's and Teen's Programs
    - 8/1 at 9:15 a.m. Teen Painting
    - 8/7 at 5:00 p.m. Community Heroes
    - 8/21 at 6:00 p.m. Creation Station: Bubbleology
    - 9/5 at 11:00 a.m. Zoellner Arts Story Time
    - 9/9 at 5:00 p.m. Storytime Yoga: Youth
    - 9/12 at 10:00 a.m. Storytime Yoga: Tots
  - Adult Programs:
    - 8/1 at 6:30 p.m. Virtual National Park Visit
    - 8/13 at 6:00 p.m. Straw Hat Wreath Craft
    - 8/15 at 1:00 p.m. Adult Summer Reading Finale
    - 8/19 at 6:30 p.m. Death Cafe

**FINANCIAL REPORT OF THE TREASURER:**

Of note: All Truist accounts with the exception of WTPL's credit card have been closed.

Denise Shaffer 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 July payments in the amount of \$21,138.61. Denise Shaffer seconded and the motion carried.

**COMMITTEE REPORTS/DISCUSSIONS:**

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

- Book drops: The new book drop was received today. The new concrete pad is in place.
- Shed: Tom Ernst has paint and other supplies for removal of the graffiti from the rear of the shed.
- HVAC: Estimate from Johnson Controls for new HVAC unit has not yet been received.

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

- Life insurance/AD&D/STD/LTD: Hartford Insurance has a 2-year rate guarantee. Only 3 WTPL employees are covered under these policies. After discussion, the board agreed to continue coverage through Hartford Insurance.

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

- WTPL credit card: Susan Bielucke is continuing her research on potential new credit card suppliers.

**COMPUTER/OPERATING (Dhara, Kathy):**

There were issues with the firewall separating the library patron and staff networks. A new computer upon which to run the firewall software was purchased for \$1,336.00.

**POLICIES/BYLAWS** (Denise, Ed, Melissa, Tom):

Susan Bielucke recommended updates to WTPL's Policies/Bylaws and Employee Handbook:

- Changes to Circulation and Fees- Remove references to DVDs, books, magazines, puzzles, CDs and recorded books from the Overdue Fees section. Remove the third paragraph from the Overdue Notices section. Remove the last sentence from the Return Book Drop section. Motion to approve by Kathy Betz. Seconded by Tom Ernst. Motion approved.
- Bereavement Policy- Approved without changes following motion by Dhara Dekhtawala and second by Tom Ernst.
- Compensatory Time Off- An overtime policy will be written by January 2025.
- Computer and Electronic Communications- Approved without changes pursuant to a motion by Kathy Betz and seconded by Tom Ernst.
- Computer Use Policy (patrons/guests)- To be moved from the Employee Handbook to the Policies and Procedures booklet with no changes to content pursuant to a motion by Dhara Dekhtawala and second by Kathy Betz. Approved by the Board.
- Confidential Information- Approved without changes per motion by Kathy Betz and second by Tom Ernst.
- Conflict of Interest- Approved without changes pursuant to motion by Kathy Betz and second by Denise Shaffer.
- Corrective Action- Approved without changes upon motion by Kathy Betz and second by Tom Ernst.
- Employee Benefit Package- Remove "...and the Accidental Death and Dismemberment (AD&D) insurance policies" from the end of the first paragraph. Motion by Dhara Dekhtawala. Seconded by Kathy Betz. Approved.
- Employee Conduct- Approved without changes after motion by Denise Shaffer and second by Tom Ernst.

**OLD BUSINESS:**

- No updates on grant approval.

**NEW BUSINESS:**

- Dhara Dekhtawala will conduct a financial education program at WTPL.
- The winner of the \$500.00 WTPL Scholarship is James Kimball, who will attend Lehigh University.

**ADJOURNMENT** : Motion to adjourn made by Tom Ernst. Seconded by Dhara Dekhtawala. Meeting adjourned at 7:20 p.m.

**NEXT MEETING:** September 10, 2024 at 6:30 p.m.

Respectfully Submitted,  
Melissa Sassaman, Secretary