

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

Vice President Joan Shafer called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:31 p.m. in the library.

Present:

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

Absent:

Ed Hozza  
Tom Ernst

**MINUTES OF THE PREVIOUS MEETINGS:**

Motion to accept June 13, 2024 regular board meeting minutes by Kathy Betz. Dhara Dekhtawala seconded and the motion carried.

**LIBRARY DIRECTOR'S REPORT:**

- Financial:
  - Audit  
Susan will prepare documentation for the upcoming audit as requested by Hutchinson, Gillahan & Freeh, P.C. The audit will take place on August 1 and 2.
  - 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 beginning in August.
    - Fall Basket Raffle: scheduled for October 25-November 2. Includes gift certificates, filled baskets and 50/50 drawing. Donations being accepted.
- Staff
  - Susan has hired Abbey Richerson for the part-time circulation position. She is enrolled in a Masters in Library Science program. Abbey will work Tuesdays, Fridays and some Saturday afternoons.
  - WTPL's bookkeeper will return from medical leave in August.
- Programs:
  - Summer Reading Incentive Programs
    - The summer reading incentive programs for children and adults will run through August 3.
  - Summer Reading Highlights
    - 7/10 at 6:00 p.m. Super Science Amazing Art
    - 7/11 at 6:00 p.m. Steel Drums
    - 7/31 at 6:00 p.m. Folk's Butterfly Farm
    - 8/10 at noon Kids' Finale: balloon art, face painting, mini moos
  - Upcoming Children's and Teen's Programs
    - 7/12 at 4:30 p.m. Teen Night
    - 7/16 at 6:00 p.m. Youth Game Night

- 7/17 at 6:00 a.m. Creation Station: Bubble-ology
- 7/18 at 1:30 p.m. Camp Knots-a-Lot
- 7/22 at 6:00 p.m. Books and Bites
- 7/23 at 1:30 p.m. Scavenger Hunt
- 7/23 at 6:00 p.m. Teen Game Night
- 7/27 at 11:00 a.m. Kids & Teens Connect
- 8/1 at 9:15 a.m. Teen Painting
- 8/7 at 5:00 p.m. Community Heroes
- Upcoming Adult Programs:
  - 7/15 at 6:30 p.m. Death Cafe
  - 7/16 at 6:30 p.m. On the Same Page: Yellowface
  - 7/25 at 6:00 p.m. Philadelphia: A Revolutionary City
  - 7/30 at 6:00 p.m. Adult Game Night
  - 8/1 at 6:30 p.m. Virtual National Park Visit

**FINANCIAL REPORT OF THE TREASURER:**

Of note:

- Susan Bielucke would like to transfer more funds from Truist Bank to Embassy Bank, eventually closing all Truist accounts.
- The Benefactor account is generating a good amount of interest income. WTPL is in a strong financial position.
- In June, WTPL received an insurance settlement of \$6,366.10 as a result of damage done to the book drops.
- The June Building & Grounds expense of \$10,554.00 includes the cost to replace the damaged light pole and concrete base.

Melissa Sassaman moved to accept the Financial Report. Dhara Dekhtawala seconded and the motion was approved.

**PRESENTATION/ACTION ON BILLS:**

Dhara Dekhtawala made a motion to approve total June payments in the amount of \$20,254.27. Denise Shaffer seconded and the motion carried.

**COMMITTEE REPORTS/DISCUSSIONS:**

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

- Book drops: The new book drops have been ordered.
- HVAC: Per Johnson Controls, when set to 72 degrees, the front two thermostats are reading 78 degrees. The coil froze. Johnson Controls suggests setting the thermostats at 70 degrees in order to maintain the desired temperature. The air conditioning units are low on refrigerant. Because the units are 26 years old, Johnson Controls is unable to obtain the correct refrigerant. The units need to be replaced.
- Landscaping: Ken from Scapes Design gave a cost of \$1,152.50 for 10 yards of mulch. After discussion, the board agreed to wait until spring to have new mulch laid.
- Pest Control: WTPL has replaced Ehrlich Pest Control with NAM Exterminating for pest remediation services. NAM took care of the wasps at the book drop.

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

- Life insurance/AD&D/STD/LTD: WTPL has been pleased with policies and costs through Hartford Insurance. The policies are up for renewal in October. The library's insurance broker will check what is available through other providers.

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

- WTPL credit card: Wells Fargo no longer offers business credit cards to non-profit organizations. Denise Shafer suggested looking into First Commonwealth. She'll follow up with them to find out what they offer.  
Embassy Bank offers 1 point for every dollar charged on their card. Points can be converted to cash back.  
Chase Visa and Capital One both offer 1.5 points for every dollar. Must spend a minimum of \$6,000. It is possible to reach that minimum if WTPL uses the card to pay its bills. There is no annual fee. A \$750 cash bonus is offered. Employee cards are available at no additional cost.

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

- Email migration: Susan Bielucke has received a quote of \$12,000 to migrate WTPL's email to Google Sites. East Coast Network Services, WTPL's IT company, recommends using Microsoft Exchange at a cost of \$83.76 per month. The total monthly cost, including a Microsoft 365 subscription, is \$100. After discussion, the board agreed to follow East Coast Network Services recommendation.  
It was noted that WTPL's firewall subscription with Faronics was recently renewed.
- Battery for servers: There was an issue during the recent storm with the battery, which is ten years old. East Coast Network Services will request a quote for a new battery.

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

- Susan Bielucke will begin reviewing the library's Employee Handbook. She will advise the board of any required updates. She plans to review the part-time and full time vacation policies.

**OLD BUSINESS:**

- None.

**NEW BUSINESS:**

- Board officers for the 2024-2025 fiscal year will be:
  - President- Joan Shafer  
Motion to approve by Denise Shaffer and seconded by Kathy Betz. Passed.
  - Vice President- Dhara Dekhtawala  
Motion to approve by Kathy Betz and seconded by Denise Shaffer. Passed.
  - Secretary- Melissa Sassaman  
Motion to approve by Dhara Dekhtawala and seconded by Kathy Betz. Passed.
  - Treasurer- Kathy Betz  
Motion to approve by Joan Shafer and seconded by Dhara Dekhtawala. Passed.
- Committees for the 2024-2025 fiscal year will be:
  - Building and Grounds- Joan Shafer and Tom Ernst
  - Personnel- Denise Shaffer, Melissa Sassaman and Ed Hozza
  - Budget/Finances- Kathy Betz, Joan Shafer and Dhara Dekhtawala
  - Computer/Operating- Dhara Dekhtawala and Kathy Betz
  - Policies and Bylaws- Denise Shafer, Ed Hozza, Melissa Sassaman and Tom Ernst
- Meeting Schedule for the 2024-2025 fiscal year was discussed. Motion to approve the schedule was made by Kathy Betz and seconded by Denise Shafer. Motion passed.
- Early library closing at 4:00 PM on August 7. First responders will be bringing their trucks to be displayed in the library parking lot, necessitating the early closing time.

Motion to approve made by Melissa Sassaman. Seconded by Kathy Betz. Motion passed.

**ADJOURNMENT** : Motion to adjourn made by Denise Shafer. Seconded by Dhara Dekhtawala. Meeting adjourned at 7:43 p.m.

**NEXT MEETING**: August 8, 2024 at 6:30 p.m.

Respectfully Submitted,  
Melissa Sassaman, Secretary