

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, March 13, 2025

President Joan Shafer called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:36 p.m. in the library.

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| Present: | Absent: |
| Dhara Dekhtawala, Vice President | Ed Hozza |
| Kathy Betz, Treasurer | |
| Melissa Sassaman, Secretary | |
| Joan Shafer, President (via Zoom) | |
| Susan Bielucke, Library Director | |
| Denise Shaffer | |
| Tom Ernst | |

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept February 13, 2025 board meeting minutes by Denise Shaffer. The motion was seconded by Tom Ernst and approved by the board.

LIBRARY DIRECTOR'S REPORT:

- State and District Libraries
 - The 2024 PA Public Data Survey was submitted on February 27. All standards are expected to be met.
 - Memorial Library of Nazareth and Vicinity is the newest member of Multi-District Lehigh Valley and Pocono. It is anticipated that Northampton Area Public Library will join in the near future.
- Financial
 - Grants
 - The final report for the Trexler grant has been submitted. Status of the current year Trexler Grant is expected in April. Last year, WTPL was awarded \$7,500 for building upgrades. This year, the library is applying for \$30,000 for ADA upgrades. Awarded funds must be used by March 2026. WTPL can also apply for a matching grant from Lions of PA.
 - WTPL has not yet received a grant for the summer reading program. Susan Bielucke has submitted a grant to Members First to offset the cost of the program.
 - Fundraising
 - The Annual Appeal letter for spring will be sent to the printers soon.
 - The Spring Book Sale is scheduled for April 25 and 26.
 - The Indoor Yard Sale is scheduled for May 30 and 31.
- Outreach/Collaboration
 - WTPL will have a table at Whitehall Copley Family Night on April 10 at 5:30 p.m.
- Programs:
 - Children's and Teen's Programs
 - 3/15 1:30 p.m., Teen Advisory Board
 - 3/19 1:30 p.m., Creation Station: Creating Compost
 - 3/22 11:00 a.m., Eid to Eid Story Time
 - 3/26 6 p.m., Movie Night: *Despicable Me*

- Adult Programs:
 - 3/15 1 p.m., Financial Literacy
 - 3/20 6:30 p.m. On the Same Page: *A Long Petal of the Sea*
 - 4/3, 2:30 p.m. Five Wishes: End of Life Planning

FINANCIAL REPORT OF THE TREASURER:

Of note: WTPL's bank balance is healthy. Per the WCSD Assistant Finance Manager, \$28,700 in tax revenue is still due. The library continues to receive funds from the fall fundraiser. The spring fundraiser is approaching. WTPL's interest income is good. Payroll processing fees have increased. The library was charged \$1,000 for an adjusted tax return through no fault of the library. WTPL's payroll company filed the tax return before it received all necessary information. Marva Johnson is negotiating the refund of some or all of the \$1,000 charge. There was a temporary increase in computer and equipment maintenance expenses. The electric bill is high because the library's aging HVAC units are not working efficiently.

Tom Ernst moved to accept the Financial Report. Denise Shaffer seconded and the motion was approved.

PRESENTATION/ACTION ON BILLS:

Of note: Some checks will not appear until the March check detail.

Tom Ernst made a motion to approve total February payments in the amount of \$12,901.62. Denise Shaffer seconded and the motion carried.

Denise Shaffer made a motion to approve total March payments in the amount of \$1,450.00. Tom Ernst seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- Susan Bielucke and Joan Shafer met with WCSD's new superintendent, Chris Schiffert. Representatives from D'huy (Cha) also attended the meeting. The library's current lease with WCSD expires at the end of June 2025. WTPL did not receive the \$1 million grant it had applied for. WCSD must determine WCSD's and WTPL's responsibility for various building improvements. The cost of replacement doors and windows is estimated at \$75,000. WTPL and WCSD will meet again to discuss building improvements.
- The new HVAC units have been ordered and are expected to arrive in three weeks.
- A contractor patched the area where the roof was leaking.
- Scapes will provide a quote for weeding and mulching the library grounds.

PERSONNEL (Denise, Melissa, Ed):

- The library's new bookkeeper, Christine Fernandez, started this week. Background checks are pending.

BUDGET/FINANCE (Kathy, Joan, Dhara):

- Susan will notify the Board when the remaining \$28,700 tax revenue is received.
- WTPL has received notification that 20% of the estate of Adrienne Kiesbar when the estate is settled.

COMPUTER/OPERATING (Dhara, Kathy):

- The adult catalogue computers need to be replaced. The cost for two computers and setup is \$2,358.

Tom Ernst moved to approve an expenditure of \$2,358.00 for 2 new catalogue computers and setup. Kathy Betz seconded and the motion was approved by the board.

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

- Safety: Delete duplicate item.
- Personal Appearance: Additions made for the sake of clarification.
- Personnel Records and Probation: No changes.
- Reimbursement for Travel and Lodging: Remove and replace with Travel Policy.

Motion to approve changes to Policies and Bylaws made by Denise Shaffer. Tom Ernst seconded the motion. Passed by the Board.

OLD BUSINESS:

- Nothing to discuss.

NEW BUSINESS:

- Expiration of Board Member Terms: Joan Shafer's second term expires in June 2025. Kathy Betz's second term and Dhara Dekhtawala's and Ed Hozza's first terms expire June 2026. Tom Ernst's and Melissa Sassaman's second terms expire June 2027. Board members are encouraged to seek candidates for upcoming Board openings.

ADJOURNMENT : Motion to adjourn made by Kathy Betz. Seconded by Tom Ernst. Meeting adjourned at 7:37 p.m.

NEXT MEETING April 10, 2025 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary