

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, April 15, 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.

Present:

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

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept March 13, 2025 board meeting minutes by Kathy Betz. The motion was seconded by Tom Ernst and approved by the board.

LIBRARY DIRECTOR'S REPORT:

- Financial
 - Fundraising
 - The Annual Appeal letter has been mailed. WTPL received \$2,500 to date.
 - The Spring Book Sale is scheduled for April 25 and 26.
 - The Indoor Yard Sale is scheduled for May 30 and 31.
 - Employee Retention Tax Credits
 - All required documents were submitted in January 2024. First quarter 2021 payment of \$45,894.24 has been received by the library. Subsequent quarterly payments are expected.
 - First Nonprofit's fee for document preparation and filing is 10% of the tax credit.
 - Tax credits received will be used toward capital improvements. WTPL's money market account should provide liquidity as needed.
- Personnel
 - Bookkeeper Position
 - Christine Fernandez's first day at WTPL was March 12, 2025. Her scheduled hours are 9:30 a.m. to 1:30 or 2:30 Mondays through Thursdays.
- Programs:
 - Children's and Teen's Programs
 - 4/16 6:00 p.m., Creation Station: Catapults
 - 4/19 11:00 a.m., Saturday Story Time
 - Adult Programs:
 - 4/11 6:00 p.m., Suncatcher Craft
 - 5/1 6:00 p.m. Free for All: The Public Library screening

FINANCIAL REPORT OF THE TREASURER:

Of note: Tax revenues are down.

Ed Hozza moved to accept the Financial Report. Denise Shaffer seconded and the motion was approved.

PRESENTATION/ACTION ON BILLS:

Ed Hozza made a motion to approve total April payments in the amount of \$24,327.20. Tom Ernst seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- WTPL's lease with WCSD expires in June. The solicitor is reviewing the lease. Mike Malay maintains that the lease should be rewritten rather than continuing to amend it.
- The new HVAC units have been ordered but have not yet arrived.
- The board questioned whether an outdated fire hydrant is active. Tom Ernst will check with Whitehall Township Authority.
- The board discussed the possibility of replacing the picnic tables behind the library with Lifetime Folding Picnic tables at a cost of \$199 per 6-foot table. Tom Ernst will paint the picnic tables in front of the library.

PERSONNEL (Denise, Melissa, Ed):

- ADP, which provides payroll services to WTPL, inquired whether the library was interested in having ADP provide employee benefits. The board agreed that no changes to its existing benefits package or supplier are needed.

BUDGET/FINANCE (Kathy, Joan, Dhara):

- Tax revenue is reduced. State aid payment should not be affected by changes at the Federal level. Interest income is higher.
- Lease costs increased because the library is now leasing two copiers.
- The 2025-2026 budget will be discussed and finalized during the May board meeting.

COMPUTER/OPERATING (Dhara, Kathy):

- Nothing to report.

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

- Tabled until the May meeting.

OLD BUSINESS:

- Upcoming board vacancies: Two potential candidates were mentioned.

NEW BUSINESS:

- None.

ADJOURNMENT : Motion to adjourn made by Dhara Dekhtawala. Seconded by Denise Shaffer.
Meeting adjourned at 7:37 p.m.

NEXT MEETING: May 8, 2025 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary