

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
**BOARD OF TRUSTEES MEETING - MINUTES**  
Thursday, June 12, 2025

President Joan Shafer called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:34 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 May 8, 2025 board meeting minutes by Kathy Betz. The motion was seconded by Tom Ernst and approved by the board.

Motion to approve May 8, 2025 executive session minutes by Dhara Dekhtawala. The motion was seconded by Denise Shaffer and carried by the board.

**LIBRARY DIRECTOR'S REPORT:**

- Building and Grounds
  - Library closed 6/18 for HVAC installation.
  - Scapes to replace dead rhododendron by end of June.
- Financial
  - Fundraising
    - Annual Fundraising Letter: WTPL received \$5,000 to date.
    - Indoor Yard Sale: \$1,163 in proceeds received.
- Personnel
  - Joanne Schwartz, substitute front desk staff, submitted notification of intent to resign.
- Programs
  - Summer Reading Program
    - Color Our World: 6/14-8/2. Kids' Finale 8/9. Adults' Finale 8/7.
    - Passport Color Wheel: Promotional program- Visit various LC libraries.
    - Community Coloring Page: Patrons color large coloring page at WTPL.
  - Children's and Teen's Programs
    - 6/17 1:00 p.m., Stickerpalooza
    - 6/19 1:00 p.m., Rocking Painting
    - 6/25 1:00 p.m., Chip Taste Testing
    - 6/25 1:00 p.m., LV Therapy Dogs
    - 6/25 6:30 p.m., Color Creations
    - 6/26 1:00 p.m., Duplo Build
    - 6/28 11:00 a.m., Saturday Story Time
    - 6/28 1:00 p.m., Kids and Teens Connect: Game Time
    - 7/2 6:00 p.m., Binglow
  - Adult Programs
    - 6/19 6:30 p.m., Save Our Dark Skies
    - 6/26 6:00 p.m., Adult Craft: Paint by Numbers, Intro to Mindfulness
    - 7/5 11:00 a.m., Craft Swap

**FINANCIAL REPORT OF THE TREASURER:**

Of note: WTPL received income from yard sale, book sale and interest. Expenses include yard work and purchase of 2 security cameras.

Ed Hozza 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 May payments in the amount of \$19,723.62. The motion was seconded by Tom Ernst and approved by the board.

**COMMITTEE REPORTS/DISCUSSIONS:**

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

- WTPL's 5-year lease with WCSD is nearly finalized. The yearly escrow payment will be \$21,000.
- The new HVAC units will be installed on 6/18. The library will be closed that day.
- Johnson Controls changed the thermostat in the children's section of the library.
- Tom Ernst will repair the library tables rather than having them replaced.
- Renovations to bring the front door and front desk into ADA compliance will be prioritized. WCSD will not defray any expenses toward ADA upgrades. The NEPA Lions Foundation grant was denied with the explanation that ADA upgrades are not considered a humanitarian cause.
- The WTPL Board is considering launching a capital campaign in conjunction with the library's 60th anniversary to help fund building upgrades.

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

- Nothing to report.

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

- Credit card processing will be done via Square.

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

- Nothing to report.

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

- No changes to: Sexual and Other Unlawful Harassment, Sick Leave, Unpaid Leave of Absence, Workers Compensation, Workplace Violence policies and Appendices A and B.
- Wi-Fi Policy to be moved to Policies and Procedures.
- Vacation Policy wording to be revised to state that there is no vacation allowance during an employee's first year of employment and to place the responsibility on the employee requesting time off to find a replacement to fill their shift if another employee has already requested time off during that shift.

Denise Shaffer moved to accept the changes to the Vacation Policy. Kathy Betz seconded the motion. The changes were approved by the Board.

**OLD BUSINESS:**

- Denise Shaffer may have a candidate for one of the upcoming board vacancies.

**NEW BUSINESS:**

- None.

**ADJOURNMENT** : Motion to adjourn made by Denise Shaffer. Seconded by Joan Shafer. Meeting adjourned at 7:30 p.m.

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

Respectfully Submitted,  
Melissa Sassaman, Secretary