

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, August 14, 2025

President Denise Shaffer called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:30 p.m. in the library.

Present:	Absent:
Denise Shaffer, President	Ed Hozza
Susan Bielucke, Library Director	
Denise Shaffer	Guest:
Dhara Dekhtawala, Vice President	Hope Stakes
Tom Ernst	Joan Shafer, Advisory
Melissa Sassaman, Secretary	
Kathy Betz, Treasurer	

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept July 10, 2025 regular board meeting minutes by Tom Ernst. The motion was seconded by Denise Shaffer and approved by the board.

LIBRARY DIRECTOR'S REPORT:

- Financial
 - Fundraising
 - Fall Book Sale: September 26/27
 - Boscov's Friends Helping Friends: \$5 donation for 25% off on October 22.
 - Fall Basket Raffle: October 31-November 8. Small Game of Chance License application was submitted to the county.
- Audit
 - The audit took place August 12/13. Expected completion by end of August.
- Staff
 - Amber Burkit has been hired to work Tuesdays, Fridays and Saturdays.
- Programs
 - Summer Reading Program
 - The summer reading program is complete.
 - Children's and Teen's Programs
 - 8/12 6:00 p.m., Urdu Story Time
 - 8/20 6:00 p.m., Creation Station: Bubbleology
 - 9/9 11:00 a.m., Story Time with Zoellner Arts

FINANCIAL REPORT OF THE TREASURER: (Susan Bielucke for Kathy Betz)

Of note: Large expenditures were noted for a database renewal, annual insurance premium and PPL invoice which included two months of billing.

Dhara Dekhtawala moved to accept the Financial Report. Tom Ernst seconded and the motion was approved.

PRESENTATION/ACTION ON BILLS:

Tom Ernst made a motion to approve total July payments in the amount of \$32,466.83. The motion was seconded by Dhara Dekhtawala and approved by the board.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- Johnson Controls replaced two HVAC units. The invoice has not yet been received.
- Renovation project: Susan Bielucke and Denise Shaffer signed the Amendment to the Lease. Cha charges 7% of the cost of construction. There is a tight time frame; construction must begin before March 1, 2026. The renovation project includes upgrades to the front door, circulation desk and bathrooms. WTPL will need state approval if the project necessitates a closure of more than 3 days.
- Susan Bielucke is looking into purchasing 2 new picnic tables to replace aging wooden picnic tables. The new table will not be placed until spring.
- The picture book shelving in the children's section is falling apart. Susan Bielucke will look into replacing the shelving.

PERSONNEL (Denise, Melissa, Ed):

- Nothing to report.

BUDGET/FINANCE (Kathy, Joan, Dhara):

- Susan Bielucke returned the required paperwork to receive a bequest. Receipt of funds is not expected until October.

COMPUTER/OPERATING (Dhara, Kathy):

- Nothing to report.

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

- Nothing to report.

OLD BUSINESS:

- Tom Ernst moved to accept Hope Stakes as the newest member of the WTPL Board. Kathy Betz seconded the motion. Approved by the Board.

NEW BUSINESS:

None.

ADJOURNMENT : Motion to adjourn made by Kathy Shafer. Seconded by Tom Ernst. The meeting adjourned at 7:42 p.m.

NEXT MEETING: September 11, 2025 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary