

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, July 10, 2025

President Joan Shafer called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:37 p.m. in the library.

Present:

Joan Shafer, President
Melissa Sassaman, Secretary
Susan Bielucke, Library Director
Denise Shaffer
Ed Hozza
Tom Ernst

Absent:

Dhara Dekhtawala, Vice President
Kathy Betz, Treasurer

Guest:

Michelle Kratzer

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept June 12, 2025 regular board meeting minutes by Denise Shaffer. The motion was seconded by Tom Ernst and approved by the board.

Motion to approve June 12, 2025 special session minutes by Ed Hozza. The motion was seconded by Denise Shaffer and carried 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
- 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 for library raffle entry.
 - Children's and Teen's Programs
 - Month of July: Missing Color Story Time and Toddler Story Time
 - 7/16 6:00 p.m., Wings of Wonder: The Butterfly
 - 7/19 11:00 a.m., Family Story Time
 - 7/23 1:00 p.m., Teen program: Art by Jeanine
 - 7/23 6:00 p.m., PokeCraft
 - 7/24 11:00 a.m., Toddler Time
 - 7/25 11:00 4:00 p.m., Teen Night
 - 7/30 6:00 p.m., Al Grout: Magician and Juggler
 - 8/2 12:00 p.m., Kids and Teens Connect
 - 8/6 6:00 p.m., Super Science Amazing Art
 - 8/7 5:00 p.m., Community Heroes Night
 - Adult Programs
 - 7/15 6:00 p.m., Comparative Skull Drawing
 - 7/17 6:30 p.m., On the Same Page: Beach Read
 - 7/24 6:00 p.m., Spa Night

- 7/29 6:00 p.m., Intro to Mindfulness
- 7/31 6:00 p.m., Houseplant Bingo
- 8/5 6:00 p.m., Yarn Art

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

Of note: WTPL received income from the fundraising letter, Redners receipts, interest and a memorial donation. Expenses included QuickBooks subscription renewal. Expenses were reduced by a reimbursement from LCLC for advertising costs and funds deposited from the staff Christmas party.

Tom Ernst moved to accept the Financial Report. Ed Hozza seconded and the motion was approved.

PRESENTATION/ACTION ON BILLS:

Ed Hozza made a motion to approve total June payments in the amount of \$12,872.64. The motion was seconded by Denise Shaffer and approved by the board.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- WTPL's 5-year lease with WCSD was signed.
- Johnson Controls is working on the HVAC system. Final cost is projected to be \$58,000.
- Tom Ernst will paint the picnic tables at the back of the library.
- Renovation project: WTPL will bear the cost of ADA upgrades to the front door, circulation desk and bathrooms. WTPL must spend the awarded grant funding by March 2026. Per Mike Mallay, WCSD's attorney will work on construction contract language after Cha/HIG Capital submits scope of work/estimate. The contract will be presented to the WTPL and WCSD Boards.
- Scapes has completed the landscaping cleanup.

PERSONNEL (Denise, Melissa, Ed):

- Susan Bielucke will work on hiring a replacement for a part-time staff member who recently gave notice of her intent to resign.

BUDGET/FINANCE (Kathy, Joan, Dhara):

- Nothing to report.

COMPUTER/OPERATING (Dhara, Kathy):

- WTPL received two new catalogue computers. New monitors have been purchased.

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

- All policies and bylaws have been reviewed and updated as needed.

OLD BUSINESS:

- WTPL is accepting cover letters and resumes from candidates to fill upcoming board vacancies.

NEW BUSINESS:

- Nominations were held for Board Officers for the 2025-2026 fiscal year.
 - Ed Hozza nominated Dhara Dekhtawala for Vice President. Denise Shaffer seconded the nomination. Approved by the Board.
 - Denise Shaffer nominated Kathy Betz for Treasurer. Ed Hozza seconded the nomination. Approved by the Board.

- Ed Hozza nominated Melissa Sassaman for Secretary. Tom Ernst seconded the nomination. Approved by the Board.
- Ed Hozza nominated Denise Shaffer for President. Tom Ernst seconded the nomination. Approved by the Board.
- Committee assignments will remain the same for 2025-2026.
- The 2025-2026 Board Meeting Schedule was discussed.
Tom Ernst made a motion to approve the 2025-2026 Board Meeting Schedule. Ed Hozza seconded. The schedule was approved by the Board.
- Susan Bielucke requested Board approval of early library closing at 4 p.m. for Community Hero Night on August 7th and for the Halloween Parade on October 23rd. Denise Shaffer moved to approve the early closings. Tom Ernst seconded, and the motion was approved by the board.

ADJOURNMENT : Motion to adjourn made by Denise Shaffer. Seconded by Ed Hozza. The meeting adjourned at 7:20 p.m.

NEXT MEETING: August 14, 2025 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary