

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, September 11, 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 (via Zoom)	Ed Hozza
Susan Bielucke, Library Director	Joan Shafer, Advisory
Dhara Dekhtawala, Vice President	
Tom Ernst	Guest:
Melissa Sassaman, Secretary	Hope Stakes
Kathy Betz, Treasurer	

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept August 14, 2025 regular board meeting minutes by Kathy Betz. The motion was seconded by Tom Ernst and approved by the board.

LIBRARY DIRECTOR'S REPORT:

- District and State Library
 - LCLC will impose a limit of 50 items at a time for patrons.
 - An LCLC Directors' Meeting is scheduled for next week.
- 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.
 - Employee Retention Tax Credits
 - Susan Bielucke will appeal the IRS denial of the 2nd quarter 2020 tax credit.
 - Grants
 - Susan submitted an application for the PPL grant to support the summer reading program.
- Collections
 - With the recent additions of museum passes for the Please Touch Museum and Michener Art Museum, WTPL now offers passes to 19 museums.
- Programs
 - Children's and Teen's Programs
 - 9/17 6:00 p.m., Creation Station: What's in Our Mud
 - 10/1., Preschool and Toddler Story Time begins.

FINANCIAL REPORT OF THE TREASURER: (Kathy Betz)

Of note: No grant funding was received in August. The library is doing well with interest accrued to its accounts. (Three percent on Money Market and approximately four percent on the Endowment Fund CD) The annual escrow payment was made to WCSD. Accounting fees have risen from \$2,200 in 2024 to \$3,000 in 2025.

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 August payments in the amount of \$37,215.31. The motion was seconded by Dhara Dekhtawala and approved by the board.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- A meeting will be scheduled with Cha.

PERSONNEL (Denise, Melissa, Ed):

- Nothing to report.

BUDGET/FINANCE (Kathy, Joan, Dhara):

- Three CDs will come due between now and December 1st. One CD was rolled over with Embassy Bank. Two CDs will be renewed for three months. Embassy will pay three percent on new money market accounts. WTPL will initially pay upcoming building improvement project costs from the Money Market account, then backfill from the CDs.

Tom Ernst made a motion to roll two of the expiring CDs into 3 month CDs. Seconded by Dhara Dekhtawala and approved by the board.

- A Wells Fargo investment banker will address the WTPL Board during its October meeting.

COMPUTER/OPERATING (Dhara, Kathy):

- Nothing to report.

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

- Susan Bielucke is working on a file retention policy. It may be ready to present to the Board during the October meeting.

OLD BUSINESS:

- Hope Stakes' candidacy for WTPL Board membership will be included on the September 22nd WCSD School Board meeting agenda.

NEW BUSINESS:

- Kathy Betz made a motion to add a Marketing and Fundraising Committee. Denise Shaffer and Hope Stakes (pending WCSD School Board approval) would be on the new committee. Tom Ernst seconded the motion. Approved by the Board.

ADJOURNMENT : Motion to adjourn made by Kathy Betz. Seconded by Tom Ernst. The meeting adjourned at 7:09 p.m.

NEXT MEETING: October 9, 2025 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary