

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, November 13, 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:

Denise Shaffer, President
Susan Bielucke, Library Director
Dhara Dekhtawala, Vice President
Melissa Sassaman, Secretary (via Zoom)
Hope Stakes
Ed Hozza

Absent:

Kathy Betz, Treasurer
Tom Ernst

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept October 9, 2025 regular board meeting minutes by Ed Hozza. The motion was seconded by Dhara Dekhtawala Ernst and approved by the board.

LIBRARY DIRECTOR'S REPORT:

- Financial
 - Fundraising
 - Fall Basket Raffle proceeds: \$3,919. Net: \$3,504.25.
 - Susan Bielucke is in the process of having the Annual Appeal Letter mailed.
 - Upcoming fundraisers:
 - Spring Book Sale- May 8 & 9, 2026
 - Yard Sale- June 5 & 6, 2026
 - Grants
 - 2026 Trexler Grant cycle closes December 1. The 2025 Stewardship Report for the building project has been submitted. Susan will submit a final report upon completion of the project.
- Outreach/Collaboration
 - Food Drive: WTPL is running a special food drive for Whitehall Food Pantry in November and December.
 - Toys for Tots: WTPL is accepting donations of toys from November 10-December 15.
- Personnel
 - Staff Christmas Party: 4:30 PM December 5 at Union and Finch in Allentown.
- Programs
 - Children's and Teen's Programs
 - 12/4, 11 AM: Holiday Family Story Time (Hanukkah)
 - 12/6, 11 AM: Saturday Story Time
 - 12/6., 1:30 PM: TAB meeting
 - 12/11, 11 AM: Holiday Family Story Time (Christmas)
 - 12/11, 11 AM: Holiday Family Story Time (Kwanzaa)
 - Adult Programs
 - 10/20-12/1, 1 PM, 2 PM, 3 PM: Medicare Enrollment Assistance 1-on-1 appointments with PA MEDI volunteer
 - 12/4 6 PM: Adult Christmas Craft

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

Of note: The estate check was received and deposited into the money market account.

Ed Hozza moved to accept the Financial Report. Hope Stakes seconded and the motion was approved.

PRESENTATION/ACTION ON BILLS:

Ed Hozza made a motion to approve total October payments in the amount of \$19,479.58. The motion was seconded by Dhara Dekhtawala and approved by the board.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- On October 30, Susan Bielucke and Joan Shafer met with Cha and Breslin. They discussed converting the two bathrooms in the back of the library into one larger ADA compliant bathroom. The library can remain open during that project. Work must begin by March 1, 2026. An accordion wall will need to be installed so the meeting room can remain private.
- Windows will be replaced. The circulation desk can be modified or replaced for ADA compliance. Plans will be drawn up shortly. Bidding will take place in December. WCSD School Board will review and vote on approval in January.

PERSONNEL (Denise, Melissa, Ed):

- Nothing to report.

BUDGET/FINANCE (Kathy, Joan, Dhara):

- The anticipated estate check was received.
- An increase of \$5,000,000 in library subsidies was approved by the state. Funds are anticipated to be received in January.

COMPUTER/OPERATING (Dhara, Kathy):

- WTPL's IT provider believes it has determined why the computer monitors are failing prematurely. The library has received several donated monitors.

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

- Nothing to report.

MARKETING/FUNDRAISING (Denise, Hope)

- Hope Stakes will compile some ideas for the library's capital campaign after we receive additional information from Cha about the building improvement project. The capital campaign can be combined with the spring fundraising campaign. The board may consider sponsorship/naming opportunities. Hope will prepare a rough outline of the campaign and a draft letter in time for the December board meeting.
- After review and discussion, Denise Shafer made a motion to approve a new WTPL logo. The motion was seconded by Hope Stakes and approved by the board.

OLD BUSINESS:

- None.

NEW BUSINESS:

- Ed Hozza moved to approve the 2026 Holiday Closures dates. Hope Stakes seconded the motion. Approved by the board.

- After discussion, Ed Hozza made a motion to have the library pay for the staff Christmas party. Dhara Dekhtawala seconded and the motion passed.
- The board reviewed the Board Member Contact List.

ADJOURNMENT : Motion to adjourn made by Ed Hozza. Seconded by Hope Stakes. The meeting adjourned at 7:45 p.m.

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

Respectfully Submitted,
Melissa Sassaman, Secretary