

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, December 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	
Dhara Dekhtawala, Vice President	
Melissa Sassaman, Secretary	
Hope Stakes (via Zoom)	
Kathy Betz, Treasurer	
Tom Ernst	
Joan Shafer, Advisory	

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept November 13, 2025 regular board meeting minutes by Dhara Dekhtawala. The motion was seconded by Hope Stakes and approved by the board.

LIBRARY DIRECTOR'S REPORT:

- State Aid
 - The state budget passed in November included a \$5 million increase in the Public Library Subsidy. WTPL's portion of the increase is \$7,252, for a total of \$109,462. Expected disbursement date is January 5, 2026.
- District
 - The district will receive an increase of approximately \$27,000 due to the Public Library Subsidy increase. This will allow the adoption of a number of online programs and additional content availability.
- Financial
 - Fundraising
 - WTPL has received donations in excess of \$5,000 in response to the Annual Appeal Letter.
 - Grants
 - WTPL has been awarded \$1,000 via the PPL Energizing Education grant. The funds will benefit the children's Summer Reading Program.
 - The library's 2026 Trexler Grant application was submitted by the December 1 deadline.
- Audit
 - The 2024-2025 audit is complete and the 990 was submitted.
- Programs
 - Children's and Teen's Programs
 - 12/11, 11 AM: Holiday Family Story Time (Christmas)
 - 12/11, 11 AM: Holiday Family Story Time (Kwanzaa)
 - 1/21, 6 PM: Creation Station- Snow Much to Measure
 - Adult Programs
 - 1/2-3/3:Adult Winter Reading Challenge

- 1/5 and 1/12: Medicare Enrollment Appointments
- 1/12-1/17: Hygge Take-Home Kit
- 1/15, 6:30 PM: On the Same Page- The Little Liar
- 1/19-1/24: Virtual Sticker Mosaic

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

Of note: WTPL's bank balances are healthy. The Money Market accounts are earning 3% interest. The Board had voted via text to renew a CD for 6 months at a rate of 4.05%.

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

PRESENTATION/ACTION ON BILLS:

Tom Ernst made a motion to approve total November payments in the amount of \$20,651.77. The motion was seconded by Dhara Dekhtawala and approved by the board.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- The two front restrooms will be repainted and have new fixtures installed.
- After discussion, the Board decided that any extra expense involved in having push button operated rather than manually operated ADA-compliant doors would be well worth the cost.
- The board agreed to having the security gates at the front door removed.
- The wall between the two back restrooms will be removed to form one large, ADA-compliant restroom. Clarification is needed to ascertain whether new tile and fixtures are included in the estimated cost of the restroom upgrades.
- The circulation desk and flooring around it will be updated.

PERSONNEL (Denise, Melissa, Ed):

- The Library Director's annual review will be conducted in March 2026.

BUDGET/FINANCE (Kathy, Joan, Dhara):

- Two CDs are up for renewal on December 14.

After discussion, Tom Ernst made a motion to renew one CD for 6 months at 4.05% and the other for 3 months at 4.05%. Hopes Stakes seconded and the motion was approved by the Board.

COMPUTER/OPERATING (Dhara, Kathy):

- In an effort to alleviate the issue with computer monitors failing prematurely, the monitors are being turned off nightly. The computers remain on for overnight updates.

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

- Nothing to report.

MARKETING/FUNDRAISING (Denise, Hope)

- The Board discussed the possibility of raising funds for the building upgrades via naming opportunities.
- Design options for the new WTPL logo were discussed.

- The Marketing Committee needs renderings and additional cost information to proceed. Denise Shaffer, Hope Stakes and Susan Bielucke will meet to narrow the focus of the upcoming Capital Campaign. The goal is to launch the campaign in April.

OLD BUSINESS:

- None.

NEW BUSINESS:

- Should staff be paid during any upcoming library closures necessitated by the building improvement projects?
- Should construction-related closures be handled similar to how the COVID closure was handled (e.g. curbside book pickup)?

ADJOURNMENT : Motion to adjourn made by Kathy Betz. Seconded by Tom Ernst. The meeting adjourned at 8:07 p.m.

NEXT MEETING: January 8, 2026 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary