

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, February 12, 2026

President Denise Shaffer called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:34 p.m. in the library.

Present:

Susan Bielucke, Library Director
Denise Shaffer, President
Melissa Sassaman, Secretary
Hope Stakes
Kathy Betz, Treasurer
Tom Ernst
Ed Hozza
Joan Shafer, Advisory

Absent:

Dhara Dekhtawala, Vice President

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept January 8, 2026 board meeting minutes by Tom Ernst. The motion was seconded by Kathy Betz and approved by the board.

LIBRARY DIRECTOR'S REPORT:

- District
 - On January 20, Susan Bielucke attended a training on updates to the 2025 reporting year PA Public Data Survey. The survey must be completed by March 2, 2026.
- Financial
 - Grants
 - Iron Pigs Charities: Susan and her husband attended the Iron Pigs Charities Winter Caravan Event. WTPL will receive the grant funds this month.
 - PPL: Funding from the PPL Grant has been received and will be used for the summer reading program.
 - Trexler Trust: Funds will be released this week. The next round of fund recipients will be announced in May.
- Programs
 - Children's and Teen's Programs
 - 2/7, 2 PM: Eid to Eid Story Time
 - 3/18, 6 PM: Creation Station- Paper Sculpting
 - Toddler and Preschool Story Time begins in March.
 - Adult Programs
 - 1/2-3/3: Adult Winter Reading Challenge
 - 1/24, 6 PM: Adult Craft- DIY Floral Tote Bag
 - 3/19, 6:30 PM: On the Same Page- The Very Secret Society of Irregular Witches
 - 3/24, 6:30 PM: Revolutionary Women- Writing About War

FINANCIAL REPORT OF THE TREASURER: (Kathy Betz)

Of note: State aid received in January was \$7,000 more than budgeted. Money Market interest rates remain high. Library tax income received in January was most likely from November 2025. Receipt December 2025 library tax income is anticipated soon.

Hope Stakes 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 January payments in the amount of \$11,826.65. The motion was seconded by Tom Ernst and approved by the board.

COMMITTEE REPORTS/DISCUSSIONS:**BUILDING AND GROUNDS** (Joan, Tom):

- Susan Bielucke shared that the roof on the small shed needs to be replaced.
- The Trexler Grant funds must be used by the end of February. Abatement work will be done in the back bathrooms, closet and vestibule on February 25. WTPL will be closed on-half day that day.
- The plumbing upgrades will be contracted out.
- It was noted that Gabe Dillard will be taking over Mike Skrapits' position as Director of Educational Operations.
- Susan Bielucke and Joan Shafer will meet with the architect regarding tile and paint color choices for the bathrooms and paint color for around the desk area.
- Two exterior wall pack lights are out.
- The large display bulletin will be removed prior to renovations in that area of the library.
- The microfiche machine and microwave will be disposed of at Whitehall Township's recycling event in May.

PERSONNEL (Denise, Melissa, Ed):

- After discussion, Ed Hozza moved to hire Briana Wunderler for a 13-week position to assist with promotion and children's programming this summer.

BUDGET/FINANCE (Kathy, Joan, Dhara):

- WTPL is seeking a new CPA for the upcoming audit.

COMPUTER/OPERATING (Dhara, Kathy):

- Nothing to report.

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

- After discussion, Hope Stakes made a motion to approve a new Document Retention and Destruction Policy. The motion was seconded by Kathy Betz and approved by the board.

MARKETING/FUNDRAISING (Denise, Hope)

- The committee presented its plan to create a graphic of a bookshelf with tiers for donations represented by books with names of donors.
- Library patron testimonials will appear on the WTPL website.

OLD BUSINESS:

- None.

NEW BUSINESS:

- Library construction closure: The construction company recommends a one-week closure. Curbside service will be in effect during that time.
- The board discussed creating a capital campaign bookmark.

ADJOURNMENT : Motion to adjourn made by Tom Ernst. Seconded by Kathy Betz. The meeting adjourned at 7:44 p.m.

NEXT MEETING: March 12, 2026 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary