

Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, July 9, 2026

President Denise Shaffer called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:31 p.m..

Present via Zoom:
Denise Shaffer, President
Melissa Sassaman, Secretary

Absent:
Tom Ernst

Present in the Library:
Hope Stakes
Joan Shafer, Advisory
Susan Bielucke, Library Director
Dhara Dekhtawala, Vice President
Ed Hozza

Guest:
Jacqueline Musselman
(potential Board candidate)

MINUTES OF THE PREVIOUS MEETINGS:

Motion to accept June 9, 2026 board meeting minutes by Ed Hozza. The motion was seconded by Dhara Dekhtawala and approved by the board.

LIBRARY DIRECTOR'S REPORT:

- Financial
 - Fundraising
 - The Spring fundraising letter has yielded \$6,812 in donations to date.
 - The Spring Book Sale netted \$1,663.
 - The Indoor Yard Sale is scheduled for August 21 and 22.
 - Fall Book Sale is set for September 25 and 26.
 - Fall Basket Raffle will be October 10-November 7.
- Personnel
 - Lena Blanchfield has been hired to fill the circulation desk position. She will work Mondays, Tuesdays and Fridays.
- Programs
 - Summer reading program adults' finale is August 6 and the kids' finale is August 8.
 - Passport Dino Dig: Library patrons are eligible for raffle entries for each LCLC member library they visit this summer. They are eligible for entries into grand prize drawings when they visit 6 and all 12 LCLC libraries.
 - Community Passive Program: Dino Matching game in June, Where are you from? map game in July, Dino Sticker Mosaic in August.
 - Children's and Teen's Programs
 - 7/10, 4 PM: Teen Night
 - 7/13 and 8/3, 4:30 PM: Storytime Yoga- Youth
 - 7/14, 3:30 PM: Little Food Explorers
 - 7/15, 1:30 PM: Teen Jewelry Making
 - 7/15, 6 PM: Creation Station- Explore Your Senses
 - 7/22, 2 PM: Snack Attack
 - 7/27, 10 AM: Storytime Yoga- Tots

- 7/29, 1:30 PM: Everyday Skills for Teens- Finances
- 8/1, 12 PM: Kids and Teens Connect
- 8/5, 1:30 PM: Everyday Skills for Teens- Simple Fixes
- 8/6 10 AM: Baby Prom
- o Adult Programs
 - 7/14, 6:30 PM: The Art of Mindful Breathing
 - 7/16, 6:30 PM: On the Same Page- Hidden Pictures
 - 7/23, 6 PM: Dino-rarium
 - 7/28, 6 PM: Bone Wars
 - 7/30, 6 PM: Dinosaur 13
 - 8/4, 9:30 AM: Jurassic Art
 - 8/4, 6 PM: Basement Complex- Ancient Egypt's Geology
 - 8/5, 10:30 AM: Chair Yoga
 - 8/6, 6 PM: Adult Craft Night
 - 8/11, 6 PM: Local Tales of the Revolution
 - 8/12 11 AM: Fraud Prevention

FINANCIAL REPORT OF THE TREASURER: (Dhara Dekhtawala)

Of note: \$47,361 renovation costs paid to date.

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 June payments in the amount of \$21,921.73. The motion was seconded by Dhara Dekhtawala and approved by the board.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- Upgrades to the bathroom are complete.
- See schedule of building closures for the weeks of July 20-25 and July 27-August 1. Staffing hours will be modified.
- HVAC: Johnson Controls quoted \$20,950 for repairs to the two splits in the Meeting Room. Another bid will be solicited. Replacement cost of \$72,980 was quoted for two other HVAC units.

PERSONNEL (Denise, Melissa, Ed):

- An end of summer party for WTPL staff and family members will be held August 9 at 2:30 PM.

BUDGET/FINANCE (Joan, Dhara):

- Fraud reported: Someone was issuing checks using WTPL's Embassy Bank account number and routing number.

COMPUTER/OPERATING (Dhara):

- Staff passwords must be changed periodically.

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

- Add a requirement for employee training to avoid fraud.

MARKETING/FUNDRAISING (Denise, Hope)

- The library intern can assist with social media.

OLD BUSINESS:

- None.

NEW BUSINESS:

- WCSD Board members voted on 2026-2027 WTPL Board member appointments:
 - Joan Shafer- President. Motion: Ed Hozza. Second: Denise Shaffer. Approved.
 - Hope Stakes- Vice President. Motion: Joan Shafer. Second: Ed Hozza. Approved.
 - Dhara Dekhtawala- Treasurer. Motion: Denise Shaffer. Second: Ed Hozza. Appr.
 - Melissa Sassaman- Secretary. Motion: Joan Shafer. Second: Denise Shaffer. Appr.
- The Board discussed the 2026-2027 Board Meeting Schedule.
- After discussion, Ed Hozza made a motion for early library closure at 4 PM October 27th to accommodate Whitehall Township's Halloween Parade. The motion was seconded by Joan Shafer and approved by the Board.

ADJOURNMENT : Motion to adjourn made by Ed Hozza. Seconded by Dhara Dekhtawala. The meeting adjourned at 7:59 PM.

NEXT MEETING: August 13, 2026 at 6:30 PM

Respectfully Submitted,
Melissa Sassaman, Secretary