Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, August 13, 2026

President Joan Shafer called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:35 p.m..

Denise Shaffer
Melissa Sassaman, Secretary
Tom Ernst
Hope Stakes, Vice President
Joan Shafer, President
Susan Bielucke, Library Director
Dhara Dekhtawala, Treasurer

Absent:
Ed Hozza

Guest:
Jacqueline Musselman
(potential Board candidate)

MINUTES OF THE PREVIOUS MEETINGS:
Motion to accept July 9, 2026 board meeting minutes by Denise Shaffer. The motion was seconded by Tom Ernst and approved by the board.

LIBRARY DIRECTOR'S REPORT:

- Staff
  - 15 staff members attended retirement luncheon at Olive Garden.
- Outreach- WTPL was/will be represented at the following events:
  - July 11 Iron Pigs Community Spotlight
  - August 4 National Night Out
  - August 15 and 19 StoryTime Bus with Lanta
  - September 27 Whitehall Fall Fest

- Programs
  - 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
    - 8/19, 6 PM: Creation Station- Paper Sculpting
    - 8/26, 6 PM: Movie Night- The Good Dinosaur
    - 8/31, 4:30 PM: Storytime Yoga- Youth
    - 9/9, 1 PM: Pete the Cat Story Time with Zoellner Arts Center
    - 9/16, 6 PM: Creation Station- The Engineer Challenge

  - Adult Programs
    - 9/2, 10:30 AM: Chair Yoga
    - 9/3, 5:30 PM: Mah Jongg 101
    - 9/15, 6:30 PM: Mindful Breathing
    - 9/17, 6:30 PM: On the Same Page- They Called Us Enemy
    - 10/1, 6 PM: Journey of the Liberty Bell

FINANCIAL REPORT OF THE TREASURER: (Dhara Dekhtawala)
Of note: $15,000 grant award received. Interest income earned $2,956.59. Database expense $2,999. $394.38 reconciliation - Embassy Bank account was hacked.
Tom Ernst moved to accept the Financial Report. Denise Shaffer seconded and the motion was approved.

PRESENTATION/ACTION ON BILLS:
Dhara Dekhtawala made a motion to approve total July payments in the amount of $13,722.03. The motion was seconded by Tom Ernst and approved by the board.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- Asbestos abatement begins August 16. The library will be closed August 17. Curbside service will be in effect Tuesday-Friday. The library will reopen Saturday.
- Bathroom upgrades include updated fixtures, baby changing table, automatic soap dispensers and paper towel dispenser.
- The outdoor benches will be replaced using the same materials as the pergola. Will require a bi-annual refresh.
- The water fountain needs to be replaced.
- Phase 2 short/long range plans:
    - Short range projects to be completed without a contractor: keying system, interior ADA signage, furniture and water fountain.
    - Long range projects: carpeting, painting, study spaces, children's area style update, glass divider, mural for back wall (potentially grant funded).
- The Board discussed the possibility of consulting a design form.
- The Board discussed WTPL's exterior signage. The existing sign was presented to WTPL by the Chamber of Commerce in 2008. A beautification grant may be available to upgrade the signage.
    - Discussion ensued whether to replace the existing marquee with a digital or manual leaderboard. The existing structure could be used for a digital leaderboard. The cost of $40,000 to $50,000 would include a 5-year parts/1-year labor warranty and a software package.
    - By refreshing the existing structure, a manual leaderboard could be installed for approximately $15,000. Susan Bielucke will begin researching potential grants to help pay for the signage.
- Susan Bielucke will apply for a Trexler grant for study pods by the end of December.
- Shed painting: Consider enlisting the assistance from the Teen Advisory Board, Leo Club or Key Club. Tentative date- September 20.
- The HVAC split in the Community Room has been repaired.
- Susan Bielucke temporarily tabled applying for a state Keystone grant to pay for the roof replacement. WTPL would have to apply for the grant through Whitehall Township.
- Denise Shaffer is facilitating a Lions matching grant for the library's ADA improvements.

PERSONNEL (Melissa, Ed):

- Nothing to report.

BUDGET/FINANCE (Joan, Dhara):

- Nothing to report.

COMPUTER/OPERATING (Dhara, Ed, Hope):

- Nothing to report.

POLICIES/BYLAWS (Ed, Melissa, Tom):

- After discussion, Tom Ernst moved to adopt the new Name Badge Policy. The motion was seconded by Hope Stakes and approved by the Board.
- Susan Bielucke will work on a Cyber Liability Policy

MARKETING/FUNDRAISING (Denise, Hope)

- Nothing to report.

OLD BUSINESS:

- None.

NEW BUSINESS:

- Hope Stakes made a motion to approve Jacquiline Musselman for Board membership. Tom Ernst seconded and the Board approved the motion.
- Cyber and Liability Insurance update: WTPL's coverage is currently $100,000. Per Bob Longly, the library has no coverage for a cyber act of war. Because WTPL is not holding private information such as social security numbers, we are not increasing coverage for cyber liability.
- The upgrades to the library building may qualify WTPL for premium credit.
- Sexual abuse insurance policy exclusion: WTPL would be exposed to liability for anyone on the property who abuses someone in the library. Susan will have staff circulate to check all areas of the library periodically.

ADJOURNMENT : Motion to adjourn made by Denise Shaffer. Seconded by Dhara Dekhtawala. The meeting adjourned at 8:18 PM.

NEXT MEETING: September 10**,** 2026 at 6:30 PM

Respectfully Submitted,
Melissa Sassaman, Secretary