Whitehall Township Public Library
3700 Mechanicsville Rd.
Whitehall, PA 18052
BOARD OF TRUSTEES MEETING - MINUTES
Thursday, September 10, 2026

President Joan Shafer called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:40 p.m.

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

Absent:
Tom Ernst
Guest:
Jacqueline Musselman
(Board candidate)

MINUTES OF THE PREVIOUS MEETINGS:
Motion to accept August 13, 2026 board meeting minutes by Denise Shaffer. The motion was seconded by Hope Staakes and approved by the board.

LIBRARY DIRECTOR'S REPORT:

- Financial
  - Fundraising
    - The indoor yard sale raised $750.
    - The September book sale has been postponed/cancelled.
    - The Fall basket raffle is set for 10/30-11/7.
      - WTPL Board members are requested to donate funds and items for the basket raffle.
  - Grants
    - Susan Bielucke submitted an application for a PPL grant to support the summer reading program. Funding, if approved, is expected to range between $1,000 and $1,500.
- Outreach
  - WTPL will be represented at the September 27 Whitehall Fall Fest.
- Programs
  - 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: The Fall fundraising letter yielded donations in the amount of $1,877.74. The annual $21,000 escrow payment was remitted. An insurance premium of $20,257 was paid.
Ed Hozza moved to accept the Financial Report. Denise Shaffer seconded and the motion was approved.

PRESENTATION/ACTION ON BILLS:
Ed Hozza made a motion to approve total August payments in the amount of $53,456. The motion was seconded by Dhara Dekhtawala and approved by the board.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):

- The shed will be painted on 9/20.
- Joan Shafer and Susan Bielucke met with representatives of WCSD Building and Grounds Department regarding the HVAC system. A quote will be obtained for 1 split unit. The front unit will be reduced from 10 ton to 7 ton capacity. Johnson Controls will service the unit. The HVAC project will be combined with work to be completed at the school. The installation will be completed in Spring 2027.
- WTPL will collaborate with the Environmental Advisory Council to install a native plant garden at WTPL to support pollinators and birds. Funding possibilities include a grant from Bird Town or WTPL splitting the cost with the EAC.
- Building improvements update:
    - WTPL will reopen on 9/16.
    - The kitchen window is broken.
    - Installation of the front doors is complete.
    - Hand dryers will not be installed.
    - The staff bathroom will be updated.
- Next phase of building improvements include:
    - Carpeting and painting- must use WCSD contractors. Flooring and painting in the conference room and out front.
    - Signage- must obtain quotes.
    - The study spaces will be installed during Phase 2.
    - Roof- Whitehall Township must apply for a Keystone matching grant. $150,000 grant funding, $150,000 WTPL funding. Targeted for Summer 2027.

PERSONNEL (Melissa, Ed):

- Nothing to report.

BUDGET/FINANCE (Joan, Dhara):

- Nothing to report.

COMPUTER/OPERATING (Dhara, Ed, Hope):

- A firewall issue is causing several of the patron computers to be down. WTPL's IT company is rebuilding the computers.
- The website cookie policy is being worked on.
- WTPL's website is ADA compliant. It features an accessibility widget.

POLICIES/BYLAWS (Ed, Melissa, Tom):

- Nothing to report.

MARKETING/FUNDRAISING (Denise, Hope)

- The Marketing and Fundraising Committee will meet on 9/25.

OLD BUSINESS:

- None.

NEW BUSINESS:

- None.

ADJOURNMENT : Motion to adjourn made by Ed Hozza. Seconded by Denise Shaffer. The meeting adjourned at 8:14 PM.

NEXT MEETING: October 8**,** 2026 at 6:30 PM

Respectfully Submitted,
Melissa Sassaman, Secretary