

## Whitehall Public Library Board Meeting Minutes

May 10, 2023

Called to order at 7:00 p.m. in the Second Chapter Café

Present: Liz Tuttle, Mary Rose Chasler, Marilyn Kail, Jason Holliday, Christy Kuehn, Paula Kelly (Library Director) and Stone Sobieralski (Borough Council Representative).

Absent: Sandhya Adhikari and Allie Brooks.

- Introduction of Guests/Visitors
  - Sarah Scott – Digital Communications and Reference Librarian
    - Sarah explained her position, including the onsite programs she coordinates and the new notary services she plans to offer.
- May 2023 Board Meeting Agenda; April 12, 2023, Minutes; April 2023 Financial Reports; April 2023 Bill List approved unanimously.
- May 2023 Director's Report and Statistics approved unanimously.
  - Highlights
    - Denise plans to offer technology demonstration of STEM equipment purchased with grant money to the Board in August.
    - On May 23, WPL will close for a safety and security training and other professional development.
    - WPL received an \$8,000.00 "Celebrating our Communities" grant (state appropriated money via ACLA)
    - WPL received high website views in the last month.

### Old Business

- Strategic Planning Updates
  - Social media post announcing plan; posted on the website
  - Met last month to determine how to share the raw data with Council
  - Will incorporate the executive summaries from Duquesne students
  - Will share with Council sometime in June
- Fundraising Updates
  - Approximately \$28K raised so far from WPL Neighbor mailer

- Second letter will go out soon; approx. 380 mailers; Allie will write the letter and the Board will get a copy of the letter before it is mailed

New Business:

- Notary Services Policy
  - Policy as written passed unanimously; service will not be implemented until solicitor has been consulted on a few issues re. costs
- Program Policy
  - No changes
- Employee Handbook
  - Paula and Liz will review comments; once everything has been reviewed; solicitor will sign off and the Board will vote

Announcements:

- Next Board Meeting – June 14, 2023, at 7:00 p.m.
- Whitehall Borough Council Meeting – May 17, 2023, at 7:00 p.m.  
Christy Kuehn will attend.

Stone Sobieralski – No updates from Council.

Executive Session: N/A

Meeting Adjourned: 7:59 p.m.