

Whitehall Public Library Board Meeting Minutes

September 27, 2023

Called to order at 7:00 p.m. in the Community Room.

Present: Liz Tuttle, Marilyn Kail, Mary Rose Chasler, and Paula Kelly (Library Director)

Absent: Sandhya Adhikari, Jason Holliday, Christy Kuehn, Allie Brooks, Stone Sobieralski (Borough Council Representative)

- Introduction of Guests/Visitors
 - None
- August 2023 Board Meeting Agenda; August 2023 Minutes; August 2023 Financial Reports; August 2023 Bill List; September 2023 Director's Report and Statistics are tabled and will be voted on during the October 2023 meeting as a quorum is not present.

Old Business

- LYL Mailer and September 8 Fundraising Event
 - LYL Mailer
 - To date, WPL has raised over \$19,000.00; the Board expects that last year's goal will be met or exceeded by the end of the month
 - WPL received gifts from 17 new donors, to date
 - September 8 Fundraising Event
 - Approx.\$ 2,700 was raised during the event
 - The primary goal of this event was to attract younger patrons with the expectation of future library support; that goal was achieved
 - Takeaways: we ended the evening with more wine and food than was needed; patrons loved the QR code; special thanks to Mike Budai for donating his screen printing expertise and t-shirt design
- Staff Development Updates
 - ALICE training went well; Chief of Police's son is majoring in Security Management and is participating in a class project with the WPL. The end result of this project will be that the Library will receive a report about how to better assess risk manage potential emergency scenarios
- Facility Updates
 - New blinds in Cafe, new fireplace in the reading area, and security film on the entrance to the Children's Library are completed

New Business:

- Nominating Committee Updates
 - Proposed slate of 2024 officers:
 - Mary Rose Chasler – President
 - Jason Holliday - Vice President

- Sandhya Adhikari – Treasurer
 - Christy Kuehn – Secretary
- The Board will hold a vote to approve these proposed officers during the October meeting
- Any questions regarding the proposed slate can be directed to Marilyn Kail
- Strategic Planning Updates
 - No recent updates because the Plan was completed and shared with the WPL and the community at large
 - WPL will work to reach the goals set forth in the Plan; Library Director will provide updates from time to time (likely twice per year)
- Staff Updates
 - Part time employee left--the position has not been filled yet
- 2024 Budget
 - Sandhya, Paula, and Marilyn serve on the Finance Committee
 - Budget process
 - WPL's budget is primarily made up of state subsidy; RAD allocation; and local support from the Borough.
 - After Paula receives notice of what WPL will receive from the state and from RAD, she reconciles WPL's expenses with those numbers and uses that information to draft a proposed budget to be presented to Borough Council
 - Generally, there will be an increase in expenses during the coming year based on staff needs and increases to cost of living and cost of supplies, etc.
 - Finance Committee will meet sometime in October before the Board meeting; thereafter, the budget will be presented to the Board at its regularly scheduled October meeting; once approved by the Board the budget will be presented to Council in November

Next Board Meeting – October 11, 2023, at 7:00 p.m.

Whitehall Borough Council Meeting – October 18, at 7:00 p.m. Jason Holliday will attend.

Stone Sobieralski – N/A

Executive Session: N/A

Meeting Adjourned: 8:06 p.m.