

## Whitehall Public Library Board Meeting Minutes

August 13, 2025

Called to order at 6:59 p.m. in the Café

Present: Liz Tuttle, Tracy Brandtner, Melissa Jones, Meg O'Brien, Christy Kuehn, Anthony DiMinico (Library Director)

Absent: Allie Brooks and Kathy DePuy (Borough Council Rep)

- Introduction of Guests/Visitors
  - Anthony introduced Hannah, WPL's newly hired Marketing Communications Manager.
- Public Input
  - Barbara Duff informed the Board that she will be stepping down as President of the Friends of the Whitehall Public Library at the end of this year. Barbara stressed to the Board how important recruitment is to the Friends and that she welcomes any former Board members who would like to join. Barbara also emphasized the importance of the Friends' 501(c)(3) status, as most of the grants received by the WPL are processed through the Friends'. Barbara reminded those present that the Friends usually meet the second Friday of the month.
  - The Board discussed placing an announcement on WPL's website and social media accounts indicating to the public that the Friends are seeking new members.
- Approval of Agenda – unanimously passed
- Minutes of Last Meeting (July 2025) – unanimously passed
- Financial Reports (July 2025; General update) – unanimously passed after a discussion regarding the line item identified as "State Aid Funds."
- Bill List (July 2025)
  - Anthony informed the Board that, although the reconciliation report was included in the Bill List, certain line items were missing due to differences in the new reporting structure implemented through ACLA.
  - Liz made a motion to table a vote to approve the Bill List until next month (August) so that the information identified by Anthony could be included; this motion unanimously passed.
- Director's Report (July 2025)
  - Anthony reported that many of the WPL's recent programs were heavily attended.
  - WPL recently partnered with the Rec Board for field trips which were very well received.
  - Anthony informed the Board that Quinn is doing a great job with adult programming by bringing in new programming and tweaking old ones. In response, Melissa brought up the issue of scheduling. She informed told Anthony that she had received negative feedback from various patrons regarding the scheduling of certain craft activities for weeknight evenings when those activities

were historically scheduled for weekends. Anthony indicated that he would share this concern with Quinn.

- Anthony also shared that the WPL received over 6,000 visitors in the month of July, circulated over 10,000 physical items, and circulated over 3,000 e-resources.
- The Director's Report was approved unanimously.

#### Old Business

- N/A

#### New Business

- Board Member Update
  - Vote on New Member
    - Barbara Gjerstad was unanimously approved by the Board. Her term will start in September
- Officers
  - The Board unanimously approved Meg to serve as Treasurer for the rest of this year.
    - Meg will schedule a meeting with Anthony and Christy to discuss her duties and responsibilities.
- Staffing Update
  - Hannah introduced herself and provided a summary of her work history and her connections to the community.
- Social Media Process
  - The Board engaged in a discussion regarding the negative comments that were published on a Pride Month post on WPL's Instagram account. Anthony determined that these comments were the products of "bots" and felt that they could be construed as hate speech, so the commenting function was disabled for that post only. This post was the only post for which comments were disabled.
  - The Board decided to table a discussion regarding WPL's social media process until next month, in light of Allie's absence from the meeting.
- Committee Updates
  - Public Relations: Vote on Community Engagement Subcommittee
    - The Board unanimously voted to create this subcommittee for the purpose of providing the community with an outlet to share their needs/desires with the WPL.
      - Liz, Tracy and Anthony currently serve on this committee.
  - Fundraising: Whitehall Wine and Win
    - The event will be held on September 26.
    - Tickets will be available starting on September 1.
    - Sponsors and prizes will be announced soon.
    - Fundraising Committee asked Board members to cover some wine costs and/or make gift baskets for raffle.
    - Anthony will request donations from Friends and ask who will be able to volunteer for the event; Board members will also volunteer.
  - Strategic Planning Committee

- To date, WPL has received 41 responses to the online survey and have received approximately 6 physical copies.
- Focus groups are ongoing.

#### Announcements

Next Board Meeting: September 10, 2025, 7 pm

Whitehall Borough Council Meeting: August 20, 2025, 7 pm

Executive Session: N/A

Meeting Adjourned: 8:31 pm