

## Whitehall Public Library Board Meeting Minutes

October 8, 2025

Called to order at 7:03 p.m. in the Café

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

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

- Introduction of Guests/Visitors
  - No guests /visitors were present.
- Public Input
  - N/A
- Approval of Agenda – unanimously passed
- Minutes of Last Meeting (September 2025) – unanimously passed
- Financial Reports (September 2025; General update) – unanimously passed
- Bill List (September 2025)- unanimously passed after discussion
  - The board engaged in discussion regarding bank statement reconciliation with ACLA transactions.
  - Misalignment of timelines discussed regarding ACLA getting information to the library director in time for meeting review.
  - The Library Director can start keeping an in house (draft list) as a place holder until an official list is provided from ACLA each month.
- Director's Report (September 2025)- unanimously passed
- Highlights:
  - Wine and Win fundraiser raised \$3,738.
    - This amount was more than the same event last year.
    - Rep.Inglis spoke very highly of the event. All public feedback has been positive.
    - Thank you to all involved in organizing the event.
    - Letters will go out soon to donors for their financial records.
  - Fundraising mailer total for this year- \$22,439.50. There were 289 donors.
  - LYL Raffle Baskets raised \$1455.50
  - The WPL in house fundraising total was \$7,178.63
  - The WPL hosted its first scriptorium program. The Society for Creative Anachronism presented the program. There were 8 people in attendance.

- Adult programs saw 318 attendees in total
  - Children's programming at the fall festival gave away over 200 free books courtesy of the United Way Big Book Drop.
  - On site and offsite programs had over 1,000 attendees.
  - Teen programming was highlighted. Teens are engaged in programming, and bringing friends to the programs.
  - The WPL was open for 210 hours in September. There were 6,552 visitors throughout the month, and this averaged to 31.2 visitors per hour. WPL circulated 11,008 physical items, making it the 16th most used location of ACLA libraries.
- Old Business
    - Social Media Process
      - The library director is currently working on drafting a written policy for social media specific to when it is appropriate to disable comments on a social media post.
      - The library director will reach out to other local libraries to see if they have policies in place.
    - Committee Updates
      - Budget Committee
        - The committee is planning a meeting. The library director was given information from ACLA regarding budget projections, and the formula is currently under review and discussion. The expectation is that the library will receive the same amount as last year. The allocations are not currently final. The library will present their budget to the borough council on November 8th at 9:00 am.
      - Fundraising Committee
        - The committee reached out to Courtney Wertz regarding after hours programming. Courtney talked with the solicitor and it will need council approval. The board wants to plan these events in advance to present all of the events to the council at one time. The goal is to have this ready for December.
      - Strategic Planning
        - A focus group was held with the youth mentoring group at SHIM. They provided very positive feedback.
        - The committee is working on getting The Friends of the Library focus group scheduled.
        - The WPL strategic planning survey closed October 1st. The next step is for the committee members to analyze the data.

- New Business
  - Staffing Update
    - Mariana Olmeda has resigned her position to take a job in the private sector. The library director is currently scheduling interviews to fill the position.
  
- Announcements
  - Next Board Meeting: November 12, 2025, 7 pm
  - Whitehall Borough Council Meeting: October 15, 2025, 7 pm
  
- Meeting Adjourned: 7:55 pm
  
- Move to Executive Session
  - Discussion regarding personnel matters
  - Executive Session adjourned at 8:36 pm.