

Whitehall Public Library Board Meeting Minutes

November 12, 2025

Called to order at. in the Café at 7:02 pm.

Present: Liz Tuttle, Tracy Brandtner, Melissa Jones, Meg O'Brien, Christy Kuehn, Anthony DiMinico (Library Director). Barb Gjerstad arrived at 7:26 pm.

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 (October 2025) – unanimously passed
- Financial Reports (October 2025; General update) – unanimously passed
- Bill List (October 2025)- unanimously passed
- Director's Report (October 2025)- unanimously passed
- Highlights:
 - Liz asked for clarification on the Page Turners Book Club and the possible termination of the group. It is a book club with children ages 3rd-4th grade and it has low attendance. (less than 5 people) Different programs will be explored to target this age group.
 - Christy asked about the Veteran's Day program. Estimated 30 attendees for the event. Guest speakers included Mayor Nowalk & Representative Ingles. Anthony DiMinico worked with council member Linda Book to prepare the program.
 - Halloween events were extremely successful. Kids in the community continue to talk about the experience.
 - ESL class is coming to the library. They appreciate the wonder books which are audio books built into the books. They can listen while they read to aid language development.
 - Switch 2 was purchased to integrate gaming programs into the library. The program will be publicized to encourage participation.
 - New adult programming this month. Craft Lab had a local business owner come to make charm necklaces. They will bring other programs in the

future. The Medicare enrollment program had poor attendance in October but has been rescheduled for November.

- The WPL was open for 228 hours and saw about 6,200 visitors. The WPL brought approximately \$194,000 of value to the community.
- Meilissa asked about moving the Craft Lab to the weekend. Anthony indicated that they are looking at doing a combination of both. Some on Saturdays and some during the week in the evenings. Melissa offered to help facilitate getting the word out to former Crafternoon members.
- Old Business
 - Social Media Process
 - Anthony provided the PR committee a draft of the social media policy. More discussion is needed before it is brought to the board for approval.
 - Committee Updates
 - Nominating Committee
 - Anthony will post that the board will have an opening in January due to the resignation of a board member who was newly elected to Whitehall Borough Council.
 - Community Engagement Sub-Committee
 - Met with Barabara Duff to facilitate new Friends of the Library membership. The event will be held in the Second Chapter Cafe at 7:00 pm on November 13th. There will be an in person and zoom option.
 - The first official Community Engagement committee meeting will be held on December 1st via Zoom.
 - Fundraising Committee
 - A post Wine and Win event survey will be shared for feedback on the event.
 - Any after hours event involving alcohol will need prior council approval. The committee will meet for further discussion.
 - Strategic Planning
 - The final focus group was held with the Friends of the Library. The committee will meet on November 20th to review data and start drafting the plan.
- New Business
 - Revised Employee Handbook
 - The board discussed changes to Section 3.2 of the WPL Employee Handbook regarding holiday pay. Changes include that all part time employees will receive prorated pay and the library will be closed the day after Thanksgiving and the day after Christmas. The board

voted to approve the policy and it passed unanimously effective immediately.

- Liz and Anthony will meet to discuss the wording in the draft of the handbook. Questions will be directed to the solicitor for additional clarification.
- 2026 Budget
 - The WPL budget presentation presented to the Whitehall Borough Council was very positively received.
- Announcements
 - Next Board Meeting: December 10, 2025, 7 pm
 - Whitehall Borough Council Meeting: November 19, 2025, 7 pm
- Meeting Adjourned: 8:10 pm
- Move to Executive Session- Called to order at 8:12pm
 - Discussion regarding personnel matters
 - Executive Session adjourned at 8:57 pm