Whitehall Public Library Board Meeting Minutes

February 9, 2022

Called to order 7:01 p.m. in the Whitehall Borough Community Room.

Present: Marilyn Kail, Katie Kinnaman, Mary Rose Chasler, Sandhya Adhikari, Jason Holliday, Paula Kelly (Library Director), Liz Tuttle, Tara Abbott; Stone Sobieralski (Borough Council Representative, sitting in for 2022 Library Representative, Kathy DePuy).

Councilman Sobieralski requested that the chairs in the community room only be stacked about 5 high.

Meeting Agenda, January Minutes 2021, January 2021 Financial Reports, Bill List January 2021, and Director’s Report January 2021 were unanimously approved.

WPL is likely to receive its annual state subsidy by the close of this month. WPL also received a donation of $64,000.00 from the Friends. There was no annual Friends’ donation presented in 2020 and 2021 due to pandemic-related budget shifts and a PPP loan. That is why this year’s donation is significantly larger than what they typically give.

Highlights of Director’s Report: Welcoming Neighbor Alliance has garnered interest with the Jefferson Regional Foundation, in particular. Paula met with the Jefferson Community Collaborative’s DEI committee to share the tool and committee members in higher education were very interested in taking it back to their communities.

Old Business:

- Strategic Planning Committee Updates – Survey is live; we already have over 300 responses; there will be rolling promotions re. the survey via social media, in the school district; council; etc.

Policy Reviews and Updates:

- Library User Behavior – suggested updates were made with regard to some general grammar and punctuation as well as language around animals in the library (guide/support) and cell phone use. Paula will post an updated draft and the board will vote next month.
- Naming of Library Space – unanimously approved.
- Proctoring Exams Policy – unanimously approved.

New Business:

- Upcoming campaigns include the 2022 Friends’ Annual Campaign which represents their 2nd Annual WPL Neighbor campaign. The campaign will utilize direct mailings and social media to engage the community; the Board may also be personalizing targeted pieces of the direct mailing. The Fundraising Committee has also created a new WPL ambassador in the form of Browser, the library mouse.
- 2022 Shared Services – Human Resources
- WPL opted into this program and received feedback from a professional HR specialist regarding the Employee Handbook.
- 2022 Borough Council Meetings – WPL Board Representatives
  - Liz will attend in February and Tara will attend in June.
- Professional Development Ideas
  - Library Tour – Behind the Scenes
    - The Board discussed the possibility of shadowing WPL staff members during designated dates/times to gain a greater understanding and appreciation for their job duties and the inner workings of WPL. The Board also discussed the possibility of inviting Borough Council members to participate in this program. Paula will identify proposed dates and times for next month’s board meeting.
    - Paula informed the Board that ACLA also sponsors board development opportunities each year.

Announcements:
- Next Board Meeting – March 9, 2022, at 7:00 p.m.
- LAC Meeting – March 10, 2022, at 10:00 a.m.
- Whitehall Borough Council Meeting – March 16, 2022, 7 p.m.

Meeting Adjourned: 8:03 p.m.