Whitehall Public Library Board Meeting Minutes

March 9, 2022

Called to order 7:02 p.m. in the Whitehall Library Second Chapter Cafe

Present: Marilyn Kail, Katie Kinnamon (virtual), Mary Rose Chasler, Sandhya Adhikari, Jason Holliday, Paula Kelly (Library Director), Liz Tuttle (late), Tara Abbott; Kathy DePuy (Borough Council Representative).

Meeting Agenda was amended to reflect Mary Rose Chasler attending March’s Borough Council meeting instead of Sandhya Adhikari. Approved as amended.

February 2022 Minutes, February 2022 Financial Reports, February 2022 Bill List approved unanimously (approved by quorum, Liz Tuttle was late so did not participate.)

February 2022 Director’s Report was unanimously approved.

Highlights of Director’s Report: Administration/Audit heavy month; Denise received an accolade from state library.

Old Business:
- Strategic Planning Committee Updates:
  - Over 700 responses to the Community Survey, to date; next steps involve targeting community-based focus groups (JFCS, SHIM, Himalayan Foundation, etc.)
  - Survey closes on April 1 – Tara Abbott has requested that her graduate students participate in analysis of community survey data; the library board can take advantage of students’ expertise and impartiality, and the students have an opportunity to use ‘real’ v. ‘canned’ data.
    - Motion to share data with Tara’s students to analyze results – unanimously passed.
- Policy Reviews and Updates:
  - Library User Behavior – unanimously approved.
  - Records Retention – borough solicitor will review prior to Board vote.
  - Second Chapter Café – amend and review next month.
  - Solicitation, Canvassing and Selling – motion to approve as amended; approved by quorum (Katie Kinnamon did not vote as she had to leave the meeting early).
- 2022 Friends’ Annual Campaign Updates:
  - Browser’s image (as WPL ambassador) is on the envelope, but supply chain issue may cause materials delay; there is a chance the envelopes may not come on time so the dates may have to change. Fundraising committee will meet next week.
- Library Tour and Other Professional Development Ideas:
  - Paula wants to know if there are any specific questions/requests from the board; Paula provided a schedule for potential dates and times to tour; Karen Starr will likely come to a board meeting separately to discuss library financials.
New Business:
- N/A

Announcements:
- Next Board Meeting – April 13, 2022, at 7:00 p.m.
- LAC Meeting – March 14, 2022, at 10:00 a.m.
- Whitehall Borough Council Meeting – March 20, 2022, at 7:00 p.m. (Mary Rose Chasler-board representative)
- ACLA Board Meeting March 29, 2022, at 6:30 p.m. (virtual)
- ACLA General Membership Meeting – March 29, 2022, at 7:00 p.m. (virtual)

Meeting Adjourned: 7:45 p.m.