July 13, 2022

Meeting called to order at 7:01 pm

**Present:** Marilyn Kail, Jason Holliday, Tara Abbott, Katie Kinnamon, Kathy DePuy (Borough Council Representative), Paula Kelly (Library Director)

**Absent:** Mary Rose Chasler, Sandhya Adhikari, Liz Tuttle

July 2022 Board Meeting Agenda - unanimously approved

June 2022 Minutes - unanimously approved

June 2022 Financial Reports, June 2022 Bill List – approved unanimously

May 2022 Director’s Report and statistics – Please note updates from the July ACLA General Membership meeting. – unanimously approved

**Old Business**

- **Strategic Planning** – The committee is in focus group ‘mode’ – working with BCAP (Sandhya), SHIM (Liz), young families at a library event (Tara) on Tuesday next week. Anyone from the board is welcome to attend. Also working to schedule at least one additional. Once these are complete it will be presented and discussed among the board.

- **Nominating Committee Updates** – Reached out to two candidates that previously showed interest. Chatted about the upcoming opening on the board and both are still interested. One is on the grant committee for Jefferson Regional Foundation and wants to ensure there is no conflict of interest. She is confirming with Jefferson Regional Foundation to ensure that there is no potential conflict-of-interest issue.

- **Policy Review**
  - Records Retention - will align WPL policy with Pennsylvania’s Municipal Records Manual as issued by the Pennsylvania Historical and Museum Commission Bureau of the Pennsylvania State Archives. – Unanimously approved
  - Whistleblower – Paula will share information with Liz for updating and will be reviewed during August or September meeting
  - Unattended Children – Updated version – approved unanimously
  - Social Media Policy – hold until August or September meeting. Katie will send a Google form for everyone to provide input. Marilyn and Paula will compile the information for review before the August or September meeting.
New Business

- Whitehall Reads – Campaign has begun. The program includes a goodie bag for anyone checking out the book, first 25 get a meal kit. Related programs include a Jamaican cuisine cooking demonstration and travel programs. Associated service projects include donations to the Humane Animal Rescue and cards/pictures that kids will do for folks in assisted living facilities that we partner with.
- Ongoing Book Sale Plan – Brandon provided an idea to revamp the fireplace/reading area. This area is going to be transformed into an area for used books. This will provide a service to the community, as they have been asking about the annual book sale. This meets that need in an ongoing capacity and provides a revenue stream. Donations will be accepted but it will be limited to two Fridays per month to help manage overflow and inventory.
- Library/School Partnership Student Library Cards – Update on presentation to school district and sharing of MOU language by Paula. Dr. Lutz introduced Paula who was able to explain this program and the board was able to vote on this (and accept) that night. This is planned to be implemented at the start of the school year in September. There are future opportunities for training and educating both students and teachers about all of the services provided with a library card.

Announcements

Next Board Meeting – August 10, 2022 at 7:00 pm

Prepare for Executive Session in August. (Agenda will be shared in advance) - Marilyn provided a handout for review

Whitehall Borough Council Meeting – July 20, 2022 7:00 pm – Liz Tuttle

Meeting Adjourned at 7:59 pm