

## **BCL Board of Trustees April Meeting Mins**

**April 25, 2024 6:30 PM**

Visitor Recognition: Thomas Schultz (Diakon), Shannon Kidd (Diakon), Kate Emenheiser

Attendees: Heather, Karen, Jess, Melissa, Amy, Amity, Colleen, Louise DeMatteo

Absent: Mary, Doug, Nicole

1. Call To Order by Amy at 6:31 pm
2. Previous Month's Minutes; Motion to approve: Colleen; Second: Karen
3. Discussion with Diakon representatives (Thomas and Shannon)
  - a. Merger with Lutheran Senior Services out of St. Louis Missouri
  - b. They have 8 CCRC's and 10 other senior housing places
  - c. Merger is being reviewed by Attorney General's office with their new regulations
  - d. Goal is for June 30 for sale to go through
  - e. Affects just senior services - not adoption, HUD or permanency division
  - f. President Adam is from PA; their board will be Topton's board
  - g. No changes with the library - our lease will be with LSS, Heather will be getting email communications through Tom
4. Financial Report - Nothing to report per Doug; Motion to approve: Colleen; Second: Amity
5. System Meetings 2024: 5/15, 8/21, 11/20 -Missy to attend, need backup
6. Librarian's Report -Heather
  - a. Policies: Personnel Policy - Motion to approve with changes: Colleen, Second: Amity. Document Retention Policy - Motion to approve with changes: Karen, Second: Jess. Emergency Handbook - Motion to approve with changes and update yearly: Jess; Second: Karen
  - b. Jeff from System added switch that increased bandwidth and internet download speed
  - c. Summer Assistant Position: Heather hired Kaitlyn for 8 weeks
  - d. Photography fundraiser: Emma (former employee) will sell her photography on May 4 and will donate ½ of what she raises
  - e. Swampfest June 8th 10-12; Heather and Sheldon will be present, big games, Need volunteers
  - f. Bus Trip - payment due 5/1 to bus company; only sold 11 seats, need 30 seats sold for profit for the 54 passenger bus, may need to cancel. Please advertise

- g. Amber looking for help on Aug 3rd 11-1 for end of summer
  - h. PA Smart grant - 3 camps
7. Fundraising- 2024 calendar [LINK](#)
- a. Hoagie Sale (Alternating Months, April, June) Amity
  - b. Candy Bars ongoing -library staff
  - c. National Library Week mailing (April 7-13). Decision: skip mailing in lieu of raffle calendar sales.
  - d. Fall Annual Letter- October
    - i. Reminder- grant applications often ask that Trustees have a 100% donation rate. No minimum donation amount. Thank you!
  - e. Deka Letter-Amy P. January reminder email for \$1000
  - f. Peter Pickle (May/November)- Nicole?
  - g. Honey- (March/September) Nicole? March fundraiser didn't happen
  - h. Paisley- (April/November-December) made \$70 for April
  - i. Anthony's Coal-Fired Pizza (April 11) Colleen- great results! Just shy of \$600!! ? do another in September and include the one in Wyomissing as well, Colleen to check
  - j. Raffle calendar- (May). Asking for volunteers to sell raffles at Renninger's April 27. Signup sheet for shifts is online [here](#). Please sell as many raffles as you can to ensure a successful fundraiser for our library! Thank you. 260 tickets sold so far
  - k. Bus trip to New York (June 1)- Jenn Johnson hosting, 54 seats on bus, only 11 sold
  - l. Sheldon's Birthday Tortoise Trek (August 10)- Mary. Plan to expand to include 35th anniversary activities
  - m. Vendor Fair (November 9) Need volunteers to support this
    - i. Topton Home approved date and use of Auditorium at no charge
    - ii. Desire to incorporate the 35th anniversary theme.
    - iii. Suggestions from past years: consider decreasing hours for next year, end at 1:00 vs. 2:00; suggestion to have volunteers sign up for a block of time.
    - iv. Send our fliers out to other fairs going on that day to help advertise
8. Community Outreach:
- a. Township Advocacy Visits- plan to attend township meetings in April or May to promote summer events. Action Item: board members need to attend their respective meeting. Talking points in the drive - outreach to local government
    - i. Longswamp- 5/14, 5/28 - Need Mary or Nicole to attend one of these
    - ii. District- Amy presented 4/18
    - iii. Topton- Colleen presented 4/8
    - iv. Rockland- 5/13 - Melissa to attend
  - b. Community Events
    - i. Topton 150th anniversary in 2026 (Colleen)- June 29 event - Annual community yard sales and day; Ethan from Topton suggested the library do a painted rock craft, story walk; maybe summer assistant can help
    - ii. Swampfest Saturday 6/8 10-2pm with Sheldon (weather permitting) - need volunteers

9. Old Business

- a. Computer updates - going to wait until after summer
- b. Orientation Packet Update -Melissa (on hold)
- c. Open board seat in June

10. New Business

- a. Topton community book delivery- Colleen (in Topton Boro newsletter)
- b. Vote for new Board member Louise DeMatteo! Motion to nominate Louise as board member: Karen; Second: Colleen
  - i. Welcome back to the board Louise!! Louise offered to be backup for Melissa for systems meetings
- c. Thank you to Karen for her years of service on the Board!

Motion to adjourn meeting at 7:36 pm by Amy

**NEXT BOARD MEETING Thursday, May 23, 2024 6:30 PM**