

Brandywine Community Library Meeting - Board of Trustees

Minutes

May 23, 2024 @ 6:30 PM

Start: 6:35 pm

Visitor Recognition: Deb Kirby, Kate Emenheiser

Attendees: Heather Wicke, Amy Portzline, Melissa Hartman, Amity Grim, Colleen Kristula, Mary Shoemaker, Louise DeMatteo

Absent: Jess Bortz, Doug Sherry

1. Call To Order
2. Previous Month's Minutes (April 25, 2024):
 - a. Approved 1st = Colleen
 - b. Approved 2nd = Amity
 - c. So moved and approved.
3. Financial Report - Doug was not present but the Budget was reviewed and voted on:
 - a. Approved 1st = Louise
 - b. Approved 2nd = Amity
 - c. All = Yes
 - d. So moved and approved.
4. System Meetings 2024: 5/15, 8/21, 11/20 -Missy had nothing to report out.
5. Librarian's Report - Heather
 - a. A patron submitted a 'Material for Reconsideration' form regarding a book in the library.
 - i. The submittal was discussed. Office for Intellectual Freedom ('OIF') comments were read.
 - b. Nepotism Policy was discussed and the policy was voted on:
 - i. Approved 1st = Amity
 - ii. Approved 2nd = Colleen
 - iii. All = Yes
 - iv. So moved and approved.
 - c. Book concern about a trans-student.
 - i. The book titles moved within the library – we need to share our findings with American Library Association and PA. Library Association for comments.
 - ii. Books hidden in the library – need to flush them out properly.

- d. Heather will be on a well-deserved vacation from 6/29 through 7/7.
 - e. Teen Reading Lounge –
 - i. The grant was matched
 - ii. Pictures will be taken of the ‘awarding of the grant’
 - f. Boscov’s is offering ‘Friend Helping Friends’ campaign.
 - i. They reached out to us to sell their coupons for \$5.00 for a special sales day on 10/22 only. We would receive 25% of a kickback from the ticket sales.
 - ii. We declined the offer at this time.
 - g. The Summer Reading and Calendar were shared and distributed
 - h. The ‘Store’ is not working this year so instead we are working towards ‘Read Books’!
 - i. Participants will be tracking the minutes read.
 - ii. A gift certificate to local organizations (\$5.00) will be rewarded to those who hit their reading goal.
 - i. Collection Development Policy – Tabled for another month or emailed before the next meeting.
 - j. Summer Camp (part of STEAM grant)–
 - i. There are 10 participants so far.
6. 2024 Fundraising –
- a. New York Bus Trip was cancelled; not enough interest
 - b. Raffle Calendar –
 - i. Sold 350 tickets, correction needed 283
 - ii. 3 people won so far
 - c. Anthony’s Coal-Fired Pizza (April)
 - i. Great success!
 - ii. Trexlertown and Wyomissing – will be sharing a date next time we host this event
 - d. Sheldon’s Birthday Tortoise Trek (August 10) –
 - i. The tickets will be ordered and will be delivered to the library in 3 weeks
 - e. Vendor Fair – (11/9/24)
 - i. The timeframe will remain 10 am through 2 pm.
 - f. The rest of the fund-raising efforts were not discussed due to time constraints:
 - i. Hoagie Sale (Alternating Months – April, June) Amity
 - ii. Candy Bars ongoing – Library Staff
 - iii. Fall Annual Letter- October
 - 1. Reminder- grant applications often ask that Trustees have a 100% donation rate. No minimum donation amount. Thank you!
 - iv. Deka Letter-Amy P. January reminder
 - v. Peter Pickle (May/November)
 - vi. Honey- (July or September)
 - vii. Paisley- (April/November-December) Orders gathered; made \$70

7. Community Outreach –
 - a. Board Members need to attend their perspective Township Meetings
 - i. Present the materials in the 'Outreach Folder, Annual Report and the Talking Points' on the Shared Drive
 - b. Community Events –
 - i. Topton - June 29, 2026 –
 1. Events include = Car Show, Community Days, National Night Out (August 2026)
 - ii. Swampfest with Sheldon (weather permitting) – 6/8/24 from 10 am thru 2 pm
 1. Help is needed
8. Old Business –
 - a. Computer updates –
 - i. We will wait for Diakon and their merger to see what will happen.
 - b. Orientation Packet by Missy – She is pulling this together to present shortly.
 - c. Topton community book delivery- Colleen
——currently no-one has signed up for this service.
9. New Members –
 - a. Kate was voted on today – See below under 'New Business'
 - b. Deb Kirby to be voted on in June
10. New Business
 - a. Monthly update from Diakon on merger: 5/16 “the transition is in progress and the approval of the merger has not been made final as of yet.”
 - b. Consider nominations for Secretary needed June-July:
 - i. Jess ending term in June
 - ii. Secretary needed – Missy volunteered to 'step in'
 - c. Vote in new board member – Kate Emenheiser
 - i. Approved 1st = Mary
 - ii. Approved 2nd = Colleen
 - iii. All = Yes
 - iv. So moved and approved.
 - v. We welcomed Kate to the Board
11. Public Comment/correspondence (**Public comment limited to residents and taxpayers*)
 - a. Deb commented that the Library is doing a 'great job'....She commented that Topton is in a money crunch right now and the Library needs to be in the fore front telling them our needs – our mission – in order to be in their Budget. It was suggested to prepare/create a monthly informational packet of 'what the Library does for the community – what it offers, etc.' Topton's Board Meetings are held the 2nd Monday of each month.
12. Meeting Adjourned: 7:29 pm
13. The Board went into a closed-door session for a 'Delegate Board Meeting' @ 730 pm.

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**NEXT BOARD MEETING Thursday, June 27, 2024 6:30 PM**

Board Email [bclibraryboard@gmail.com](mailto:bclibraryboard@gmail.com)