

Brandywine Community Library Meeting - Board of Trustees
Meeting Minutes
October 26, 2023

Visitor Recognition: Steve Boos

Attendees: Amy P, Heather, Jess, Amity, Nicole, Melissa

Absent: Karen, Doug, Mary

1. Motion to call to order at 6:31 pm by Amy P
2. Previous Month's Minutes: Motion to approve: Melissa; Second: Amity
3. Review of any email approvals between meetings if any
 - a. Business appeal letter

4. Financial Report: Doug not present; info in drive

Update 2023 budget: Over budget

Tortoise Trek 2nd place winner donated her winnings back to us

Motion to approve Sept budget: Nicole; Second: Melissa

Motion to approve Revised 2023 Budget: Nicole; Second: Jess

Revised budget: expenses/salaries/wages increased due to bonuses, library of things had increased purchases, legal fees decreased due to lack of need, postage increased, printing increased due to increased actual costs

5. System Meeting 11/15 -Karen/Missy to attend

6. Librarian's Report -Heather

November calendar

November 11 Vendor/Craft Fair - 25 tables sold (only 17 last year), we had to turn people away, have new vendors this year

Policies

Programming policy with changes in red and Volunteer guidelines; Motion to approve Nicole; Second Amity

Trustee Meeting notices for 2024: Motion to approve: Melissa; Second: Jess

Holiday closure schedule and operating hours for 2024: Motion to approve: Nicole, Second: Jess

Kutztown Rotary Grants: yearly request submitted; dinner - Amy P to attend

Waiting to hear for the special grant

BCPL awards - this is the last year to ask for libraries for feedback; Nov 30 deadline

PA Forward Gold Status - This is our 3rd year of gold status; 5th year in the program

Little Shopper's Village at BHES - 11/17 from 5:30 pm to 8:30 pm; sell candy bars, and prepackaged books from book sale room; Volunteers? Amy, Nicole and Heather? Heather to reach out to the school.

7. Strategic Plan for 2024 - we gave our ideas to Heather

8. Fundraising

- a. Hoagie Sale (Alternating Months) Nicole- December (Nicole/Amity will get dates), Amity to take over
- b. Candy Bars ongoing -Library staff
- c. National Library Week mailing (March-April)
- d. Fall Annual Letter- October
 - i. Reminder- grant applications often ask that Trustees have a 100% donation rate. No required donation amount. Thank you!
- e. Deka Letter-Amy P. September
 - i. Deka to give us \$1,000 for 2024 to use for anything
- f. Yoga Fundraiser -Mary, can revisit in 2024 (Mary not present)
- g. Peter Pickle (May/November)- Nicole to check dates
- h. Honey- (March/September) Nicole
- i. Paisley- (April/November-December) Jess (12/7 sell deadline: pickup from Paisley 12/16)
- j. Sheldon's Birthday Tortoise Trek (August) Mary?
- k. Vendor Fair (November 11) Jess
 - I. Meeting Update and needs - see drive
 - Food, volunteers, baked goods, lottery tickets
- l. Wine & Stein May? 2024
 - Create Planning Committee (need to pick location, date, collaborate with other libraries? Many decisions here)
 - Jenn Johnson agreed to help with food only
- J. ? Bus trip in Spring to DC? Jen Johnson to help run?; April?
- K. Dryer balls 2024?

9. Community Outreach

Township Advocacy Visits for September

Longswamp- Mary done; received funding

District- Amy P Next mtg ~10/19, haven't received 2023 payment
Topton- Jess done; received funding
Rockland- Karen done; received funding
Topton Community Events
Trunk or Treat 10/27 at BHHS (Amy)

10. Old Business

Kutztown Rotary Grant- Heather; awaiting response
Orientation Packet Update -Melissa; gathering info from other libraries
Update from Nominating Committee: have a VP open position for 2024, Melissa
Volunteered for VP
Open board seat in April (Karen's term ends)
Annual Trustee Agreement- January; look over and let Heather know of any
changes on trustee agreement and description

11. New Business

Vote on proposed new trustee, Colleen Kristula; Motion to approve: Jess;
Second: Nicole

Public Comment/correspondence: Steve Boos present, His wife Megan sent the board
an email on 10/11, Amy answered and now the email and trail is on the drive; Steve and
Megan want to have more programs for younger/school age children. Some of the
parents (Megan, Rochelle, Ally) would volunteer to run some programs, reserve the
space in book sale room.

NEXT BOARD MEETING Thursday, November 16, 2023 6:30 PM

Board Email bclibraryboard@gmail.com