

Meeting Minutes Brandywine Community Board of Trustees June 22, 2023 6:30 PM

Attendees: Amy C, Amy P, Jessica, Karen (late), Heather, Nicole, Mary, Melissa (left early), Amity

Absent: Doug

1. Motion to Call To Order at 6:35 pm: Amy C; Second: Nicole
2. Previous Month's Minutes Motion to approve: Amy P, Second: Jess
 - a) Review of any email approvals between meetings if any: None
3. Financial Report - Doug not present: Budget on track; Fundraiser list missing T shirt sales
Motion to Approve: Amy C, Second: Amy P.
4. System Meeting 8/16, next meeting 11/15 -Karen/Missy; no update given tonight
 - Amy Resh left
 - Collaboration with other library boards - Amy C will do in July - start with Fleetwood, Kutztown and Boyertown libraries
5. Librarian's Report
 - Heather attended Diakon Resident Association Meeting for cottages and Tower Court; 9 residents attended movie night and requesting more movie nights
 - Heather on vacation July 1-9
 - Policies: no changes; Meeting Room Res Form review, Heather to check if Res are limited to patrons; motion to approve: Amy C, Second: Mary
 - SwampFest: sold 14 candy bars, turtle punch, Sheldon present; for next year ask for different location for us and decrease hours
 - Patron asking about bus trip to NYC fundraiser, reach out to Jenn for info
 - Staffing - need another person for Saturdays, PT Circulation Clerk Motion to approve: Amy C, Second: Amy P.
 - Request to close meeting room for August 1-6; Motion to approve: Amy C; Second: Karen
 - Need to review program policy next meeting
 - TRL grant match is at 77% (advertised 300 people give \$5 working well)
 - Heritage Quest: powered by Ancestry.com; benefit of having library card
 - Strategic Planning - survey for patrons/community members/board members; approved by January (July 15 due date for board member surveys)
 - Basket Weaving class- pricey/fundraiser/event; \$26/adult; \$13/child if fundraiser could be \$30/adult; \$18/child; limited space in the library/ ? outside/pavilions
 - Henry Auditorium now charges us fee to use
 - Youth Services Report; summer reading programs going strong and kids still signing up
6. Fundraising
 - a. Hoagie Sale(Alternating Months: August/October) Nicole Pickup 6/27 Jess helping 3:00-4:00 and Kim will help

\$364.50 total made for latest sub sale

Next sale date: orders due: 8/7; delivery: 8/29

- b. Wine & Stein (May) less people but made more \$4274.51 (2023); \$3227.70 (2022)
2024 Planning - ? continue/move venue/date
- c. National Library Week mailing (March-April)
- d. Deka Letter-Amy P to follow up by next meeting
- e. Goat Yoga Fundraiser -Mary July 15 7 PM; link to register online/paypal/Heather gets email
-share event; deadline is Wed before the event
- f. Peter Pickle (May/)- Nicole : \$60.50 made
Pickup 6/27: Jess helping 3:00-4:00 and Kim
- g. Honey- (March/September) Nicole: \$90.53 made
- h. Paisley- (April/November) Jess: \$110.21 made
- i. Candy Bars ongoing -Library staff: \$1.50 each
- j. Sheldon's Birthday Tortoise Trek (August 12 at 10:00-12:00)- Mary: Creek event at 11:00 am; lawn games, face paint/balloon animals (Janine to cover this cost).
- Tipton Boro approved event; need a backup due to drought: ? Fire Company to

A? Need to dam, fill and clean creek; Need numbers on turtles/hot glued bottom so they float; Volunteers?

-Committee Meeting June 26 @ 7 PM

- k. Vendor Fair (November 11) Jess/Melissa
 - Committee Meeting: August 15 at 6:00 pm
 - Approved to use Auditorium
 - Vendor agreement in the drive
 - Heather to send agreements to previous vendors
 - ? Flu clinic
 - Perk Up truck may not be available due to Veteran's day

7. Community Outreach

- a. Township Advocacy Visits completed in Spring- Plan for September
 - I. Longswamp- Amy C May; Next meeting:
 - ii. District- Amy P June; Next meeting: 9/21
 - lii. Tipton- Jess April; Next meeting: 9/11
 - lv. Rockland- Karen June; Next meeting:
-Need to attend September/October meetings for budget
-Karen to work on packets to send to townships/Boro by August meeting
- b. Tipton Community Events: Amy received a list of all Tipton events from Alane Falcone of Tipton Boro Council
 - i. 8/1 National Night Out 6:00-9:30 pm;
 - 1. Movie night: sell popcorn? Water? Candy bars? Lawn games? Sell turtles for turtle trek?
 - ii. Trunk or Treat in Tipton?
 - iii. Parade?
 - iv. Dec 3 Tree Lighting - NO

8. Old Business
 - a. Rotary Grant -next steps July
 - b. Orientation Packet Update -Melissa
9. New Business
 - a. Guidestar profile and Grants: Janine to help?

NEXT BOARD MEETING Thursday, August 24, 2023 6:30 PM

Motion to adjourn at 8:09 pm: Nicole; Second: Karen