

## **Meeting Minutes of Brandywine Community Library Board of Trustees February 23, 2023**

Attendees: Amy C, Amy P, Karen, Mary, Heather, Jessica, Nicole, Amity  
Absent: Doug, Melissa

Motion to Call To Order at 6:35 pm: Amy C; Second: Amy P

**Previous Month's Minutes** - motion to approve: Amy C; Second: Amy P.

-Review of any email approvals between meetings: BCPL letter approved sending to system meeting, comments on IRR proposal (2/15)

**Financial Report:** Fines and Fees check from system so need to adjust budget for next year  
Motion to approve: Jess; Second: Karen

### **System Meeting**

- Update from Feb 15 Meeting: Have budget on website, employees working over 20 hours need training, 18 and over need new paperwork to sign for adult card. Heather to see if we can do a report for juveniles, possibly have a celebration to celebrate seniors, getting new card?
- Talk with other library boards re: limiting service areas to library in that area
- Ruscombmanor is unclaimed area
- Possibly partner with Kutztown and/or Fleetwood etc for Wine and Stein
- vote on it at their November meeting
- Next system meeting, May 17; put together a letter to share with other library boards with highlighting businesses want to help; work, live, shop etc in other service areas
- Collaborate with other libraries/Zoom for Board Forum
- Amy P. to work out from Karen's notes a letter to approve at next meeting to send out
- BCL wants to advertise other library programs as our summer theme "All together now" and have it on a bulletin board in library

### **Librarian's Report**

- Events posted on Facebook and website
- April 23-29 National Library Week
- Policies: Emergency Handbook, Library of Things Policy/Waiver (adding checkout of items limited to Adult patrons), Cash management and Procedures, Purchasing and Procurement Policy, Child Safety Policy (added age 10-11); Motion to approve policies with comments as discussed and changes as noted Amy C; Second: Karen

Youth:

- Spiritwear with Geist Sporting Goods (online order) with summer theme: sell in April and pickup at Library (staff will all get 1 shirt)

- As of May, covid emergency ends, so we need to ask the Topton Home if we can stop wearing masks. Kate H. (Amy C's boss) could ask at her meeting with the home and hope to eliminate masks by summer. Motion to approve asking the home: Amy C; Second Karen
- Annual Trifold: Motion to approve: Amy C; Second Amy P.
  - Amy C to send to municipalities with their reps names, also on the trifold: change the order of municipalities to by \$ order
  - Local church request to hold a BINGO (patron driven) to benefit the library
  - Letter for National Library Week: Motion to approve: Amy C, Second: Jess
  - Coin drive: Heather has little boxes with our old logo on to give patrons to fill with coins and bring back for library
  - Technology Inventory: Jeff provided list, some back to 2013; decided to drop 1 computer and replace 2 this year
  - Book Club Kits: ask Kutztown Rotary for grants for kits (books, plot, questions, etc in the kit) for patrons to have their own book clubs
  - Bulletin Board: to promote Berks County Library Events
  - System will give \$ for Equity, Diversity; looking into having Ben Hartranft (Benergy) autistic individual to come this summer to speak with teens, we would get reimbursed by System; Motion to approve: Amy C; Second: Amy P.

## **Fundraising**

- Nicole working on Fundraising Calendar to keep track of board fundraising for the year
- Hoagie Sale Delivery 2/28, have sale every other month (april 15 orders due and delivery April 25, june, etc)
- Wine & Stein May 20, 2023
  - Sponsor update- sent letters and list is on the drive
  - Raffle Donations need (kim seidel is helping), need someone to be in charge
  - Tickets (\$140 for 4, \$40 for 1), Amy C to reach out to Jenn for meeting and ask Michelle for assistance
  - Deka Letter Needs: Amy P to assist with letter for request: technology and furniture
  - Peter Pickle dates- kick off at Wine and Stein and pickup by July 4 (Nicole)
  - Honey- 2x/year ?March and September (Nicole)
  - Paisley- 2x/year April and November (Jess)
  - Continue Candy Bars and take to Swamp Fest and Topton events
  - Other ideas- Turtle Trek Race and coordinate with Sheldon birthday in the park in August? August 12? Mary to head and ask Topton if available and if construction would allow using the park and creek for race, possibly find sponsors to purchase the Turtles? Mary estimates \$500 cost (sheldon's birthday is 8/22)
  - Dryer balls? Fundraiser from Renningers stand, find out price and details

**Community Outreach**

-Township Advocacy- plan for visits for spring: Look at dates for meetings for April/May and have reps attend, Amy to send updates from new email

**Old Business**

-Rotary Grant: proposal: Education/Literacy, Heather mentioned “play aways” for kids, text to speak reader, Book Club kits and Story Stroll Materials; \$3000 request  
BCL Awards: Amber is attending

**New Business:** New Board Email address [bclibraryboard@gmail.com](mailto:bclibraryboard@gmail.com)

Motion to Adjourn: Amy C; Second: Nicole at 8:13 pm

NEXT BOARD MEETING Thursday, March 23, 2023 6:30 PM