

## Brandywine Community Library Meeting - Board of Trustees March Meeting minutes

March 28, 2024 6:30 PM

Attendees: Heather, Karen, Jess, Mary, Melissa, Colleen

Absent: Amy, Amity, Doug, Nicole

1. Call To Order at 6:32 pm by Melissa
2. Previous Month's Minutes; Motion to approve: Mary; Second: Colleen
3. Review of any email approvals between meetings; Motion to approve: Karen; Second: Jess
  - a. Gaming Policy & Rules of Conduct
  - b. Annual Report for townships/Topton
4. Financial Report; Doug not present but said all looks good; Motion to approve financial report: Karen; Second: Mary
5. System Meetings 2024: 2/21, 5/15 (Melissa attending), 8/21, 11/20  
-Karen/Missy
  - a. No one attended February meeting due to technical difficulties
  - b. Heather to contact systems re: Melissa taking over meetings
  - c. \*Need backup person to attend system meetings - tabled until April \*\*
6. Librarian's Report -Heather
  - a. BCPL Awards - BCL brought home Program Award
  - b. Lottery Calendars for fundraiser
  - c. Book bag sale - bag for \$3, 2 bags for \$5
  - d. Solar Eclipse Viewing Party
  - e. Story Stroll
  - f. Policies: Confidentiality of Patron's Records, Public Comment for Board Meeting, Emergency Closing for Inclement Weather - Motion to approve all 3 with no changes made by Karen; Second: Jess
  - g. Heather was asked to join and Advisory Board for Diakon dept - one meeting per quarter; Heather to find out more info
  - h. Computer quotes - \$707.03 each for 2 (circulation and patron) computers, get info from Doug re budget and then send out email for voting; quote is only good until 4/14
  - i. Amber's report in drive: extra week for summer reading, have 3 interviews for summer position
7. Fundraising- 2024 calendar [LINK](#)
  - a. Paisley- (April/November-December) Order forms out, orders due 4/9, pickup orders at Paisley on 4/19/24; Need someone to pickup orders at Paisley 4/19, possibly Colleen?
  - b. Anthony's Coal-Fired Pizza (April 11) Colleen; good from 11:00 am til 9:00 pm; good for take out, delivery and eat in

- c. Raffle calendar- (May) Mary. Asking for volunteers to sell raffles at Renninger's and Radcliffe's in April. Signup sheet for shifts is online [here](#). Please sell as many raffles as you can to ensure a successful fundraiser for our library. \$10 each, winnings will be mailed in June
  - d. Bus trip to New York (June 1)- Jenn Johnson hosting, 54 seats on bus; 3 tickets sold so far
  - e. Sheldon's Birthday Tortoise Trek (August 10)- Mary. Plan to expand to include 35th anniversary activities; cupcakes being donated, Melissa looking for ice cream truck
  - f. 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, teen reading and thank them for their support. Action Item: board members need to attend their respective meeting. Attend again in Sept/Oct for budget meetings
    - i. Longswamp- 4/9, 4/24 or 5//4, 4/28
    - ii. District- 4/18 or 5/16
    - iii. Topton- 4/8 or 5/13
    - iv. Rockland- 4/8 or 5/13
  - b. Topton Community Events
    - i. TBD 150th anniversary of town which is 2026 (Colleen)
    - ii. Topton Community Days - June 29
9. Old Business
- a. Orientation Packet Update -Melissa
  - b. Open board seat in April, again in June
    - i. Louse DeMatteo (former board member) will join next meeting as she is interested in open seat for April
10. New Business
- a. Lutheran Home and Topton book delivery- Colleen - no interest as of yet
  - b. Received staff concern about low pay. Shared that our rates align with other county libraries.
    - i. We are in middle of pay ranges as comparison
11. Motion to Adjourn meeting at 7:19 pm by Karen

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**[NEXT BOARD MEETING](#) Thursday, April 25, 2024 6:30 PM**

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