

# Unofficial Meeting Minutes of Brandywine Community Library Board of Trustees

## April 27, 2023

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

Absent: Doug, Nicole

1. Call To Order- Motion: Amy P, second: Amy C at 6:31 pm
2. Previous Month's Minutes - Motion to approve: Amy P, second: Mary
3. Financial Report: Doug not present and he didn't bring any issues to Heather's attention, all good. Annual letter March \$2400; Motion to approve: Amy C; Second: Karen
4. System Meeting 5/17, 8/16, 11/15 -Karen/Missy
  - a. Concern letter for May Meeting:  
Proposed edited rule language: "Service areas of each member library are defined by the Office of Commonwealth Libraries and accepted by the BCPL System and member libraries. Member libraries should follow the procedure outlined in the Library Membership Policy (Appendix F) if they are interested in adding an unclaimed service area in Berks County. Libraries should make every effort to ~~only~~ host programs, events and create partnerships with organizations and businesses within their defined service area. It is mutually understood that a library will not host a program or attend a community event in another library's service area, without contacting the library first to offer an opportunity for collaboration. ~~Encroaching on another library's mandated service area is not appropriate.~~"
  - b. Wed 5/10 we should have the agenda and attachments for the meeting, we can send letter out by 5/14 for email approval and send to system by 5/16
5. Librarian's Report
  - a. See website and facebook for events
  - b. Policies: Personnel policy: revision- excel spreadsheet moved to Heather from head of circulation, Library display, Unclaimed prize policy. Motion to approve with revision as above: Amy C; Second: Karen
  - c. Teen Reading Lounge: we need to match funds \$1500

(grant received \$3000). Heather and Amber to advertise to fundraise/sponsor teen room and ask community businesses

- d. Director meeting highlights: no book bonanza this year so no funds from there
- e. Pat Gault volunteer recognition: long term volunteer is finished after 15+ years, get a plaque and dedicate to her and hang in teen chapter book room
- f. Seaport Museum Pass- in Philly, cost us \$200
- g. Candy bars - Profit was 74 cents a bar and is now 51 cents a bar. Will charge \$2 a bar when out in public events and \$1.50 in library since we just increased price
- h. Eagle Scout Project - portable sign/display
- i. Linda to retire at the end of September, she's been with us over 20 years; will need to hire

## 6. Fundraising

- a. Hoagie Sale(Alternating Months) Nicole
  - i. April results (have to check with Nicole)
  - ii. Next sale June (confirm with Nicole on dates)
- b. Wine & Stein (May 20, 2023)
  - i. Sponsor update
  - ii. Raffle Donations -final requests and thank yous
  - iii. Ticket sales 5 tables sold so far (low), everyone needs to advertise
  - iv. Tents, tables, chairs (trying not to have to rent), anyone have pop up tents?
  - v. Meeting date: Monday 5/1 at 5:30 Amy and Jenn, anyone welcome to attend, talk about food and send thank you's.
  - vi. Event help - let Amy C know if you can help (Amy C, Karen, Amity, Melissa, Jenn will attend) Nicole? Amy P? (Jess and Mary not available)
- c. National Library Week mailing (March-April) \$2400 each month, generally people are giving same amt as fall
- d. Deka Letter-Amy P -letter sent, haven't heard anything yet
- e. Yoga Fundraiser -Mary; goal yoga \$35/Person, profit is \$17/person; July 15 at dusk in Fleetwood, more details to follow
- f. Peter Pickle (May/September)- follow up with Nicole; launch at wine and stein
- g. Honey- (March/August) Nicole
- h. Paisley- (April/November) Jessica: Profit lower; \$110.21; Amy C to pick up on 5/4
- i. Sheldon's Birthday Tortoise Trek (August 12)- Mary; 10:00-noon; Free; yard

games, creek race; \$500 donation received and use for the turtles; \$5/one turtle; \$20/5 turtles; \$75 for 25 turtles

- j. Vendor Fair ( November 11)
    - i. Board Chairs needed: Jess and Melissa; Heather to book Perk up truck, email vendors
  - k. Spirit Wear sale now- through first week of May
7. Community Outreach
- a. Township Advocacy Plan visits for April/May to update on Summer Reading & Wine and Stein
    - i. Longswamp May 9 @7 PM Amy C? Maybe Nicole?
    - ii. District May 3- Amy P
    - iii. Topton Jess Attended April 10
    - iv. Rockland - May 8th 7pm Karen
    - v. Amy C to email municipalities to let them know someone will attend meeting
    - vi. Folder: outreach to local governments folder has info to talk about

8. Old Business

- a. Topton Borough Earth Day- Amity and Heather attended

9. New Business

- a. Mask update following federal emergency end date - reassess next meeting
- b. Melissa to work on orientation packet

Motion to Adjourn: Karen; Second: Amy P. at 7:55 pm

**NEXT BOARD MEETING Thursday, May 25, 2023 6:30 PM**