

Brandywine Community Library Meeting - Board of Trustees
August 24, 2023 6:30 PM

Visitor Recognition: Amber Hadely, Dona Schlegel, Megan Boos

Attendees: Amy C, Jessica, Karen, Heather, Nicole, Mary, Amity, Melissa
Amy P (joining virtually)

Absent: Doug

1. Call To Order: Jess made a motion to open, Amy second at 6:33 pm.

2. Previous Month's Minutes: Motion to approve: Karen, Second: Amity
 - a) Review of any email approvals between meetings if any (Abby to keep bonus check rather than return) 6 yes and 3 no, motion passed
 - b) Accept the resignation of Amy Crouse as President, Amy Portzline VP stepping into role: Karen motion to elect Amy P. as President until January, Jess second

3. Public Comment* Public comment limited to residents and taxpayers
 - Comment from Dona Schlegel as an employee and community member in support of Heather and Amber
 - Email received from Rochelle Schantz read by Karen in support of homeschool program
 - Comment from Amy C. as a board member
 - Comment Megan Boos, Longswamp Township in support of homeschool program and in support of Amber's hard work

4. Financial Report - Doug
 - Karen make a motion to approve, Mary second

5. System Meeting 8/16 -Karen/Missy
 - Karen attended, notes are in drive
 - Next meeting 11/5, Karen and Missy attending

6. Librarian's Report -Heather
 - The Wall That Heals from Fleetwood to Topton to Kutztown on Tuesday, Sep19, 2023
 - September- Library Card Sign Up Month, pushing for new card signups and library card bingo
 - Policies: Documentation Retention (no changes), Whistleblower (changed to match national council of non profit)
 - Motion to approve: Jess, seconded by Karen
 - Circulation position: Heather has been interviewing, hired a woman named Joyce, will be training with Linda as much as possible - up to 8 weeks. okay to start training without final FBI clearance because

others have been received.

- Two pride books were hidden within the library and this was reported, one anti-racism book was also hidden
 - What accountability measures can we put in place? Will keep a log moving forward and review code of conduct policy
- SALSA plan for state aid - Heather submitted this form to the state
- PA Forward, Heather reviewed programs that tie into the 5 literacies
- Boyertown Museum Pass - \$150 to renew. Has been used 6 times this year, lifetime of 40 years. Will not be renewing this pass for the year
- Elmwood Park Zoo pass was shared with a patron with another library, pass has not been returned
 - We paid for pass in March and didn't get it until June
 - Amy P will write a letter
- Heather is getting a quote on annual carpet cleaning for October
- Strategic Planning - 39 surveys completed. Will continue to get surveys.

a. Youth Services Report- Amber

- i. Summer Reading Stats were shared. Everything went up! Saw lots of new faces, the store was very popular
- ii. Blood drive had 20 donations, want to keep it going
- iii. Successful nerf lock ins! No one showed up to preschool one but the others were a hit
- iv. Chess club was a success and will continue 2x a month starting in Sept.
- v. Challenges - there was never a break, struggled to get programs set up, Lots of guests told her that loved our program but were not patrons, some people took advantage of the program
- vi. To consider for next year - must be a patron to shop the store but raffles to everyone
- vii. TRL - had 22 register for book club and 20 were still active at end of summer, met with author of book, met with german students, went to DC, had a community forum to hear about the program from the teens
- viii. Personal accomplishments -
 1. Featured in Reading Eagle
 2. Teens from TRL featured on PA Humanities website. Our teens were chosen out of all programs
 3. Met congresswoman Madeline Dean
 4. Part of a book banning panel on BCTV as a representative of our library
- ix. Homeschool program discussion, not cancelling, looking to revamp

1. Patrons - should this be for our patrons?
2. Sizing - how to use our space effectively?
3. Naming conventions - possible name of enrichment for independent learners
4. Heather and Amber to present a plan at next board meeting

7. Fundraising - tabled due to running out of time

- a. Hoagie Sale(Alternating Months) Nicole
 - i. Nicole will send an email
- b. Wine & Stein (May?)
 - i. 2024 Planning
- c. National Library Week mailing (March-April)
- d. Fall Annual Letter
- e. Deka Letter-Amy P
- f. Yoga Fundraiser -Mary
- g. Peter Pickle (May/November)- Nicole
- h. Honey- (March/September) Nicole
- i. Paisley- (April/November) Jess
- j. Candy Bars ongoing -Library staff
- k. Sheldon's Birthday Tortoise Trek (August 12)- Mary
 - i. Results - great for the first year!
- l. Vendor Fair (November 11) Jess/Melissa
 - i. Meeting Update and needs - need everyone to help get raffle donations and food for the day
 - ii. Will do a robot vacuum as big prize

8. Community Outreach

- a. Township Advocacy Visits for September-Karen
 - i. Longswamp- 9/12 - Mary (Karen will prep)
 - ii. District- Amy P Next mtg ~10/19
 - iii. Topton- Jess- Next meeting 9/11-Packet due
 - iv. Rockland- Karen September date
- b. Approve township packet -
 - i. Motion to approve packet minus letters, with the understanding that Karen will ask for final from Doug. If he does not respond it goes as is. Motion to approve - Jess, Second - Missy
 - ii. Motion to approve letters to Township with the understanding that Amy P may edit Motion to approve - Mary, Second - Missy
- c. Topton Community Events- Amy C.
 - i. No to parade
 - ii. Will check on availability for town Trunk or Treat event

9. Old Business

a. Rotary Grant -next steps

- i. Heather provided a list of options in the drive. Heather to move forward with those options

b. Orientation Packet Update -Melissa

- i. Melissa is working on this

10. New Business

a. Homeschool Programming

b. Vice President Position

- i. Jess makes motion for Karen to act as VP until realignment of board in Jan. Nicole second

c. Amy C has offered to sign checks as necessary

- i. Karen Motion to approve: Amy P first, second - Missy

Motion to end regular meeting - Amy, Missy second at 8:41 pm.

d. Staff Wages Review (Executive Meeting)

- i. Bonuses to total \$4350

Motion to adjourn at 9pm: made by Mary, seconded by Karen

NEXT BOARD MEETING Thursday, September 28, 2023 6:30 PM

Board Email bclibraryboard@gmail.com