Brandywine Community Library Board of Trustees

Meeting Minutes

August 27, 2026 at 6:30 PM

Attendance

Visitors: Stephanie Diehl
Attendees: Heather, Amy, Amity, Colleen, Deb, Doug, Louise, Kate
Absent: Missy

Call to Order

6:31pm.

Items for Review

- Previous Month's Minutes Kate moved that the Board approve the minutes from June 25th, 2026, and Doug seconded. Minutes were unanimously approved.
- Review of any email approvals between meetings - none to approve

Reports

- Financial Report - Deb moved that the Board approve the Financial Report, and Louise seconded. Financial report unanimously approved.
    - We are on track, and slightly ahead for this point in the year. Continue the fundraising track for the future.
- System Meetings 5/20, 8/19, 11/18
    - Book bonanza was successful; sent a donation to each library in the System. Continuing to collect books for the next sale.
- Librarian's Report
    - Policy - Employee Handbook: Kate moved that the Board approve the Employee Handbook policy, with the discussed edits, and Deb seconded. Employee Handbook policy unanimously approved.
    - Summer reading reviews - fewer programs but increased participation over last year.
    - YLH - finished for this season; teens are interested in doing again next year. Topton History Tour is in slow progress for the teen project.
    - Technology refresh - update plans to be strategic. Will move to an email discussion and vote.
    - Elmwood Zoo pass - not renewing for 2027. Too many logistics and prices are going up. Doing a vote in the library for a different pass for next year.

    - Intern from KU started working this week (8-week program).
    - Be ready to start working on strategic plan (comes due in 2027)
    - Lanyards with nametags for Trustees visits to other places
    - Carpet cleaning will be on 10/17. Price will increase (to $800)
    - Phones are being uncooperative. Will research replacement/repair options. We use the fax machine a lot, so need to retain access
    - Shortening hold time on museum pass reservations, so they can circulate more frequently
    - Staffing - again looking.
- HR Committee's Report
    - Handbook submitted for review/approval
- Fundraising Committee's Report
    - Next committee meeting Monday, 8/31 @6:30 via Zoom
    - Upcoming fundraiser schedule:
        - September: Bagels/cream cheese delivery 9/4, Herman's 9/16, Flower bulbs
        - October: Buckeye Tavern 10/5, annual patron appeal mailing, R&K subs
    - Discussing Honey fundraiser (future) possibility

Community Outreach

Township Advocacy Visits- Board members to attend their respective meetings in April/May and again in **September**.
Materials for presentation in September on the Drive under *Outreach to Local Government*.

- Longswamp- Kate
- District- Amy- Thursday, 9/17/2026 at 7pm
- Topton- Deb & Colleen
- Rockland- Missy

Community Events

- Topton on Wheels - Sept 12, 12-4PM - Amber will attend with Sheldon
- EverTrue Antique Car Show, Sept 13 12:30-4PM
- Reading Philharmonic Orchestra concert- Heather & board members

Old Business

- Longswamp representation
- Kiwanis club update; 2027 discontinue membership.
- Ongoing discussion: impacts of county funding formula & decreased library funding

New Business

- Highlighting story stroll on the Nature Trail.

Public Comment/Correspondence

None.

Future Meetings

Next Board Meeting: Thursday, September 24, 2026 at 6:30 PM

Adjournment

The meeting was adjourned at 738pm. Submitted by Amity Grim, Secretary.