

Brandywine Community Library Meeting - Board of Trustees

Minutes

August 22, 2024 @ 6:30 PM

Start: 6:30 pm

Visitor Recognition: Becky Wanamaker from District

Attendees: Heather Wicke, Amy Portzline, Amity Grim, Colleen Kristula, Louise DeMatteo, Deb Kirby, Mary Shoemaker, Kate Emenheiser, Doug Sherry

Absent: Missy Hartman

1. Call To Order
2. Previous Month's Minutes (June 27, 2024):
 - a. Approved 1st = Kate
 - b. Approved 2nd = Deb
 - c. All = Yes
 - d. So moved and approved.
3. MS. Wanamaker gave a brief overview of Board roles using two (2) handouts:
 - a. 'Library Board and Library Director – Roles & Responsibilities'
 - b. 'Working Together: Roles and Responsibilities Guidelines'

She reviewed that the Boards' main responsibilities are fundraising, budget and hiring of Library Director.

The Director responsibilities are operational, day-to-day activities and decisions, staff schedules, and management, programming and knowing and responding to community needs and wishes.

The Board supports and gives suggestions to the Director. In short, the Board has one employee, the Director and the Director has the others.

Shared activities include creating and review policies, strategic planning, setting goals, advocacy, and promoting library to public and community. Overall, the key these are partnership and full transparency in communication and accountability among all concerned.

4. Financial Report - Doug presented the July Financial Report. The July income is tracking as expected, with a few ahead. The expense side is also tracking as expected. It was noted that the townships usually wait until the end of November or December to remit their support. As of July 31, approximately \$33,000 remains in checking account, \$133,000 in reserves. It was celebrated that the fundraising from Tortoise Trek increased over last year. The Expense Report was voted on:
 - a. Approved 1st = Amity
 - b. Approved 2nd = Louise
 - c. All = Yes

- d. So moved and approved.
5. System Meetings 2024: 8/21, 11/20 – Louise and Missy participated in the recent System Meeting. Missy sent a written report – noting that the Reading Royals will do events with libraries especially during National Library Week. The funding formulas for 2024-2025 were reviewed, as were policies. The Passport Challenge for the fourth quarter is to visit all libraries in the County. Doug noted that BCL will be losing \$905.80 annually in funding going forward related to changes in numbers and percentages versus other libraries. The expected stated allocation is \$100,330.23.
6. Librarian's Report - Heather
 - a. BCL Official Anniversary Week – is scheduled for September 23 thru 28; activities presented by Flyer.
 - b. The Topton Parade is scheduled for October 12, 2024.
 - c. 'Grandparents Day' at the Topton Home will be held September 8, from 1:30 – 3:30 pm. The library will participate.
 - d. Reading Philharmonics (Ruth Bloom) will be playing with Brandywine High School's Band on October 20th.
 - i. For the Residents – the Home is looking into transportation for the Residents.
 - e. Heather shared concerns about Sick Time Policy, noting that most libraries don't offer a lot of time to part-time employees. She was authorized to review current policy and make suggestions at the next Board Meeting.
 - f. Scouts have inquired about doing their Bronze Award Project at BCL. Heather is composing a list of possibilities.
 - g. The TRL Grant Applications was completed.
 - h. There have been changes to Libby, including payment 2x/year and ordering done by District rather than Heather.
 - i. Library Award Nominations can be submitted in October.
 - j. Annual Campaign Fund Drive – It's time to send out the fund drive letter, which Amy will write. Heather noted the need to redo the data file, which can be time consuming. Cost to mail letters last year was approximately \$150.00.
 - k. BCL Vendor Craft Fair – Scheduled for November 9th from 10 am thru 2 pm. Giant Pharmacy will offer an Immunization Clinic during this timeframe.
 - l. Two (2) Policies were reviewed: 'Code of Conduct' and 'Emergency Succession Plan'. Health guidelines were deleted from the Code of Conduct and edits made to the Emergency Succession Plan, see those documents. The Policy Changes went to vote:
 - i. Approved 1st = Mary
 - ii. Approved 2nd = Kate

- iii. All = Yes
 - iv. So moved and approved.
 - m. County Commissioners will meet in our Library on February 4, 2025 from 6-8 pm.
 - n. Summer Reading Program – The Summer Stats were provided in a flyer. This year, sign-ins at week 3 for prize eligibility. Hermans gave a discount on gift certificates. Overall, there were fewer people but more reading.
- 7. 2024 Fundraising –
 - a. Sheldon’s Birthday Tortoise Trek (August 10) –
 - i. This was a very successful event.
 - ii. We had over 200 kids.
 - iii. Expansion to include community organizations was positive.
 - iv. Next year perhaps the Boy Scouts might be involved for the creek part.
 - b. Vendor Fair – (11/9/24)
 - i. The timeframe will remain 10 am through 2 pm.
 - ii. Need Donations for the raffle.
 - c. Candy Bars ongoing – Library Staff
 - d. Peter Pickle – Kate – The vendor suggests selling in November - preholiday is a good time. They need 3 weeks’ notice to prepare orders.
 - e. Honey- Taking orders through September - Nicole
 - f. Paisley- Colleen to take over this project.
 - g. Raffle Calendar- We will do this again next year.
- 8. Community Outreach –
 - a. Community Events –
 - i. Block Party on August 17th – sponsored by Redeemer went well, with Kate offering parachute activity.
 - ii. National Night Out – on August 6th – was cancelled.
 - b. Longswamp Township – Council Member, Don, came in and received a tour by Dona. He expressed surprise at the extensive DVD, and she shared that in this area with a high poverty level – people use them.
 - c. District Township – Amy mailed a written update.
 - d. Topton Borough – Colleen and Deb attended July and August meetings. Library report is on permanent agenda for monthly meetings.
 - e. Rockland Township –
 - f. It was noted that this is an important time to attend township meetings due to budget planning.
- 9. Old Business –
 - a. Computer updates –
 - i. Heather reported that one staff and one patron computers are 2015 versions. Doug recommends replacing the staff one but not the patron computer for a quoted \$700 per computer. Tabled until September.
- 10. New Business –

- a. Ms. Wanamaker reviewed what might be involved in asking another municipality to partner with BCL at a minimum contribution of \$9000 or \$3.00 per person (Hereford Township). Consensus that the process is difficult and time-consuming. We will not go forward at this time.
- b. Audit results have been received by Doug. There is nothing significant except that reserves are being tapped.

11. New Members – None

12. Public Comment/correspondence (**Public comment limited to residents and taxpayers*):

- a. None

13. Meeting Adjourned: 7:52 pm

14. Executive Session followed for discussion of staff bonuses.

~~~~~

**[NEXT BOARD MEETING](#) Thursday, September 26, 2024, 6:30 PM**

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