

Unofficial Brandywine Community Library Meeting - Board of Trustees
November 16, 2023 6:30 PM

Attendees: Heather, Amy, Karen, Doug, Colleen, Jess, Amity, Nicole, Mary , Melissa

1. Call To Order by Amy at 6:30 pm. Welcome new board member, Colleen Kristula!
2. Previous Month's Minutes: Motion to approve: Missy, 2nd: Karen
3. Review of any email approvals between meetings if any
 - a. Plan for State Aid - passed in emails
4. Financial Report: Doug (info in drive)
 - a. State Funding received
 - b. still waiting for District Township funds
 - c. \$1000 grant for continued aid - reimbursement from system
 - d. Local income as expected; candy sales exceeded expected; general donations behind, Income increased as we are staffing on Sundays for the Christmas Putz
 - e. \$500 legal fees not used
 - f. Programs tracking
 - g. Recognition over
 - h. Fundraising: annual letter is behind even with splitting with 2 times (spring and fall); for next year maybe just do 1 letter - 2 times is alot to ask for
 - i. Will have to budget for employee trainings
 - j. 2024 budget - still too many unknowns, budget due 12/31/23 may need email communications and votes
 - k. Motion to approve financials: Karen, 2nd: Mary
5. System Meeting 11/15 -Karen/Missy
 - a. Karen has Information and email on the drive
 - b. Deadline for award nominations 11/30/23
6. Librarian's Report -Heather
 - a. Meetings listed
 - b. December calendar in drive
 - c. Amber is going to attend Topton Tree lighting and have a book read and story stroll 12/3/23 4:00-6:00 pm

- d. Spark Migration is February 5-10th; bookmarks for advertising the restriction/limitations, will need library cards to check out books (can't look up info on those days), can't check items in, will be keeping books in book sale room to check in; no programs during this week; Heather will be getting trained on new system and will train staff.
 - e. Policy: Tobacco Free (2 year update); add Diakon Lutheran Social Ministries/Lutheran Home at Topton; Motion to approve: Karen, Second: Colleen
 - f. Lease - still waiting to see if there changes; once received it will be placed in the drive
 - g. Kutztown Rotary Grant: received special grant so will not be getting our "normal" yearly grant
 - h. The Christmas Putz - have special library hours on Sundays 12/10 and 12/17 from 1:00-4:00 pm; Heather to see if we can get computer usage that day, also sell candy bars
 - i. Heather vacation: 12/22-12/30/2023
 - j. New trustee training - 2 hours - Colleen; in March, once a year
 - k. Board members will need 4 hours of training next year
 - l. No Noon Years Eve program due to being on a Sunday
7. Strategic Plan for 2024
- a. Changes in drive
 - b. Buildings/Furnishing - wait to go to the home for changes until we get the lease signed
 - c. Motion to approve: Mary; Second: Nicole
8. Fundraising
- a. 2024 calendar [LINK](#)
 - b. Hoagie Sale (Alternating Months) Nicole- December
 - c. Paisley- (April/November-December) Jess; order forms are out and due 12/7, we have to pick up from Paisley in Kutztown on 12/16
 - d. Sheldon's Birthday Tortoise Trek (August)- Mary to do
 - e. Vendor Fair (November 11) Jess
 - i. Review outcome= consider decreasing hours for next year, end at 1:00-1:30 vs. 2:00? suggestion to have volunteers sign up for a block of time, more volunteers for early setup and late cleanup. Successful (tables: \$725, Donations: \$305, food \$247, Raffle: \$1755, punchboard \$39 and

candy bars \$144), possibly have raffle items on display prior to actual event for more raffle sales

- f. Wine & Stein/Spring Fundraiser May? 2024
 - i. No one volunteered to help organize event, this is a very large fundraiser
 - ii. Have Family friendly event
 - iii. Ideas: partner with someone/event already scheduled, Kutztown has a BBQ in summer with entertainment, food, beer and wine, have at park vs winery, Family Bingo, Jen offered to help with food for an event
 - iv. Still need committee for spring fundraiser
 - g. Bus trip to New York or DC- Jen offered to run in spring; free day vs specific
 - i. Also suggested Longwood Gardens, Philadelphia flower show, zoo, Baltimore Aquarium as family field trips
9. Community Outreach
- a. Township Advocacy Visits for September
 - i. Longswamp- Mary done
 - ii. District- Amy P done
 - iii. Topton- Jess done
 - iv. Rockland- Karen done
 - b. Topton Community Events
 - i. Trunk or Treat 10/27 at BHHS (Amy)- review results
 - ii. Tree Lighting 12/3 (Amber)
10. Old Business
- a. Orientation Packet Update -Melissa - still working on
 - b. Open board seat in April (Karen); need leads, try for District twp.
 - c. Annual Trustee Agreement- January
11. New Business
- a. Vote on 2024 executive roles:
 - i. Proposed President- Amy Portzline
 - ii. Proposed Vice President- Melissa Hartman
 - iii. Proposed Secretary- Jessica Bortz
 - iv. Proposed Treasurer- Doug Sherry
 - v. Motion to approve executive roles: Nicole; Second: Amity
12. Meeting Adjourned at 7:34 pm

NEXT BOARD MEETING Thursday, January 25, 2024 6:30 PM