

Brandywine Community Library Meeting – Board of Trustees

March 27, 2025 6:30 PM

Visitor Recognition: none

Attendees: Heather, Amy, Amity, Colleen, Louise, Kate, Deb, Mary

Absent: Doug, Melissa

1. Call to Order @ 6:30pm
2. Previous Month's Minutes (February 27, 2025)
Correction re: 8b: Topton 150th Committee correct year.
Approved 1st = Kate
Approved 2nd = Deb
All = yes
So moved and approved.
3. Review of any email approvals between meetings
 - a. none
4. Financial Report
Noted: Fee for workshop training in December was billed in January although reimbursed and approved last year.
Approved 1st = Kate
Approved 2nd = Louise
All = yes
So moved and approved.
5. System Meetings 2025: 2/19, 5/21, 8/20, 11/19
 - a. No additional discussion
6. Librarian's report
Meetings and Staff activities:
Staff meeting, in person/Zoom, Heather, Amber, Dona, Morgan, Kathryn, Shannon 3/20
DNA (District Negotiated Agreement) Committee, Heather, virtual 3/6 and 3/31
Director Meeting, System, Heather 3/25
Youth Services Meeting, System, Amber 3/25
Open Forum for OCL Proposed Changes to Regulations, System, Amy, Heather 3/20

Upcoming special programs and dates

Events are posted on Facebook and our website:

National Library Week- April 6-12 Theme: Drawn to the Library

Monday: Right to Read day with release of NLA Most Challenged Books list

Tuesday: Library Worker's Day. Amy will coordinate recognition of staff.

Wednesday: Volunteer Recognition Day

Thursday: Take Action Day (links will be provided for possible actions)

Heather off April 9 & 10

Topton Community Day- May 17

Swampfest June 14 (promote summer reading) Sheldon, Heather and Amber?

Summer Reading Program 6/9 – 8/2. An intern From Kutztown U. will assist.

Tortoise Trek tentative 8/2, awaiting approval from Topton Borough.

Thoughts, Concerns, and Ideas:

1. Review of Policies:

a. Purchasing and Procurement – Accept with highlighted changes:

Approved 1st = Mary

Approved 2nd = Amity

All = yes

So moved and approved.

2. Emergency Work From Home Policy – Accept with suggested edits

Approved 1st = Kate

Approved 2nd = Deb

All = yes

So moved and approved.

3. Collection Development Policy – no changes

Approved 1st = Colleen

Approved 2nd = Louise

All = yes

So moved and approved.

4. Social Networking Policy – Update social media platform names.

Approved 1st = Kate

Approved 2nd = Mary

All = yes

So moved and approved.

5. Annual Report Trifold – Correct “Fault in our Stars”

Approved 1st = Kate

Approved 2nd = Amity

All = yes

So moved and approved.

6. Program Requests

a. LHT requesting collaboration on grants: Library presents programs at our expense, LHT will promote those programs. Heather was directed to obtain written request for further review.

b. Pride group looking for sponsorship of Pride library card after being declined by Reading Public Library System; BCL will decline due to the small reach of our library.

Sales/Marketing

Patron

OCL Changes to Regulations - BCL meets all requirements. Noted that new regulations would allow for a decrease of services on Saturday if those hours were added to weekday schedule. No changes at this time.

Talking Points for Municipality visits are available on the Drive.

Newsletter – approved to include a “Library Supporter can Help” call to action document.

Youth Services – noted that Reading Eagle posted an article on the TRL grant today.

7. Fundraising – 2025 calendar was reviewed. Next Fundraising Committee 3/31.
 - a. Candy Bars – ongoing – library staff
 - b. Hoagie Sale (alternating months) Amity – next due date is 3/31, pickup 4/8
 - c. Texas Roadhouse (7/24) Amy
 - d. Fall Annual Letter – October/November
 - i. Reminder – grant applications often ask that Trustees have a 100% donation rate. No minimum donation amount. Thank you!
 - e. Breidegam Foundation Donation (October) Amy
 - f. Peter Pickle (May/November) Kate is setting date.
 - g. Honey (September) Amity
 - h. Paisley (April/November) Louise Order forms are ready, including a drawing for a dish of samples; entries available with order or purchase separately.
 - i. Anthony’s Coal-fired Pizza, 4/3 and 11/6, both in Trexlertown. Colleen
 - j. Raffle calendar (May) Mary. Tickets are now available in groups of ten. Tickets will be offered for sale at Mertztown Market (Radcliffe’s) several weekends in April.
 - k. Sheldon’s Birthday Tortoise Trek (August) Mary
 - l. Dutch Mill Bulb (March/September) Heather. Orders in process now.
 - m. Vendor Fair (November 8) Heather
 - n. Herman’s Ice Cream Stand (Kate)
8. Community Outreach
 - a. Township Advocacy visits – board members need to attend their respective meetings in Aug/Sept and May. If emergency arises and you can’t present, contact President, VP and Library Director.
 - i. Longswamp- April 8
 - ii. District – April 17
 - iii. Topton – April 14
 - iv. Rockland – April 14

- b. Opportunity to sign up new patrons in community – discussed door to door promotion in Spring of upcoming library events and provide applications for library cards and/or obtain emails for those wishing to receive monthly newsletter. Residents wishing to obtain a library card will need to come in person to the library. (Colleen, Deb, Kate)
 - c. Topton anniversary meeting on April 10th. Colleen will attend.
 - d. Community Events
 - i. Community Day 5/17 (Topton)
 - ii. Swampfest 6/14 10-2
 - iii. 250th fundraising event 9/20, library participation requested.
9. Old Business
- a. Orientation Packet Update – no update.
 - b. Decreased library funding in 2025 and impacts. No additional discussion.
 - c. Diakon/LSS/Evertrue policy is no firearms permitted on campus.
10. New business
- a. Noted that computer and internet access may prove helpful to residents who need them for Social Security applications or online contact.
 - b. **CHANGE IN DATE** – June board meeting is changed from June 26th to June 19th.
11. Public Comment/correspondence – none
12. Meeting adjourned: 7:44 pm

NEXT BOARD MEETING - Thursday, April 24, 2025 at 6:30 pm

Board Email bclibraryboard@gmail.com