

Brandywine Community Library Meeting Minutes – Board of Trustees

January 23, 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 (November 21, 2024)
Correction re: 10.1.2 – spelling of Diakon
Note: closed session is not included in minutes.
Approved 1st = Kate
Approved 2nd = Louise
All = yes
So moved and approved.
3. Review of any email approvals between meetings –
 - a. 2025 budget approved
4. Financial Report
Noted: ended year without dipping into savings account
Approved 1st = Amity
Approved 2nd = Kate
All = yes
So moved and approved.
Employee Shannon has successfully completed probation period. Motion to increase her salary to \$11.33 per hour effective with next payroll.
Approved 1st = Colleen
Approved 2nd = Amity
All = yes
So moved and approved.
5. System Meetings 2025: 2/19, 5/21, 8/20, 11/19
Missy and/or Louise will attend.
6. Librarian's report
 - a. Upcoming special programs and dates posted on Facebook and Website
 - i. Town Hall with County Commissioners on 2/4 at 6:30pm (note time adjustment)
 - ii. America 250 Meeting in Longswamp Twp. 2/18 at 6:30pm. Colleen will attend future meetings.
 - iii. February is Library Lovers month
 - b. System requesting a policy on how to request policies not publicly posted. After discussion, directed Heather to create draft "request to view policy in library" and submit to Board via email approval process.

- c. Annual State Report – Heather will be focusing on completing this over the next two months using the new system.
 - d. Uniform Requirements and Responsibilities – Has been revised as requested and approved.
 - e. Opportunity House/Book Bonanza – OH has declined to pick up contributions. Kate will transport boxes of donated materials to Opp House.
 - f. New Trustee Orientation Sessions – Louise, Kate and Deb will register.
 - g. Active Patrons by Municipality – Heather provided the number of active patrons (defined as listing BCL as their home library and having used the library since system changeover in February) listed by municipality. Of the total of 1730 individual patrons, the two largest representation are from Longswamp (567) and Topton (549).
 - h. Youth Services –
 - i. Amber has completed 3 days of Teen Mental Health First Aid training and is certified to teach any teen in the community, beginning with the Teen and TRL groups at the library.
 - ii. Heather will train to resource the program.
 - iii. Matching grant donations have received 60% of goal thus far.
 - iv. SAM storytime calendar announced
 - i. Home Delivery Service – This service will expand from Topton only to all four municipalities in March; publicize through municipalities and Meals on Wheels. Volunteers to participate in deliveries will be sought.
 - j. PA Forward Gold Star – BCL awarded a fourth year because of our high quality literacy programming.
 - k. Adopt a Shelf – Heather reported one family adopted a shelf in the children’s area including purchasing a new bookcase and reorganizing. Heather will offer this opportunity to other individuals/families.
7. Fundraising – 2025 calendar
- a. Fundraising results for 2024 were reviewed.
 - b. Hoagie Sale (Amity) – next due date is 2/3, pickup 2/11
 - c. Dates for dining reviewed: Jan. 29th at Texas Roadhouse, 4/3 and 4/6 at Anthony’s Coalfired Pizza, all in Trexlertown.
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.
 - 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. (Colleen and Deb)

- c. Topton anniversary meeting on Jan. 30th. Colleen will attend.
 - i. Colleen suggested creating project and applying for grants to create history book and digitize historical materials from The Lutheran Home and/or Mini-Museum as well as provide a way for recording oral histories. Board agreed to continue exploration as long as there would be no cost to Library.
- 9. Old Business
 - a. Orientation Packet Update – Melissa to provide draft to Deb and Kate for review
 - b. Decreased library funding in 2025 and impacts. Discussed items that were not budgeted for this year, including summer assistant.
- 10. New business
 - a. Question was asked regarding Megan’s list patrons; Heather will obtain resources from Reading Main Library.
 - b. Question was asked regarding policy about firearms being brought into library; Diakon/LSS policy will need to be consulted.
- 11. Public Comment/correspondence – none
- 12. Meeting adjourned: 7:41 pm

NEXT BOARD MEETING Thursday, February 27, 2025 at 6:30 pm
Board Email bclibraryboard@gmail.com

Minutes submitted by: Colleen Kristula