

Brandywine Community Library Meeting – Board of Trustees

February 27, 2025 6:30 PM

Visitor Recognition: none

Attendees: Heather, Amy, Amity, Colleen, Louise, Kate, Deb, Doug, Melissa

Absent: Mary

1. Call to Order @ 6:30pm
2. Previous Month's Minutes (January 23, 2025)
Approved 1st = Kate
Approved 2nd = Louise
All = yes
So moved and approved.
3. Review of any email approvals between meetings –
 - a. Reviewed 'How to Request Policy'
Email approved by all.
 - b. Reviewed Meeting Room Use for Council on Chemical Abuse
Email approved
4. Financial Report:
Approved 1st = Amity
Approved 2nd = Kate
All = yes
So moved and approved.
5. System Meetings 2025: 2/19, 5/21, 8/20, 11/19
 - Missy and Louise attended.
 - Friends of BCPL – Ruth Perkins will be sending to Heather a check for \$1,000.00. Heather is to let Ruth know when she receives it.
6. Librarian's report
 - a. Upcoming special programs and dates posted on Facebook and Website:
 - i. Swampfest - 6/14/25 = Sheldon to attend
 - ii. Summer Reading Program runs from 6/9 through 8/2/25.
 - b. Meetings and Staff Activities:
 - i. Director Forum – Heather attended, 2/13.
 - ii. Staff Meeting – 2/20
 - iii. Teen Mental Health First Aid Training – 2/13, 2/20, & 2/27

- iv. DNA (District Negotiated Agreement) Committee, Heather attended, 2/27.
- v. 8-8TEEN Quarterly Conversation – Amber attended, 2/12
- c. Policies: Discussed to rework Purchasing and Procurement Policy in terms of purchasing Cap for director – tabled until future meeting.
 - 1. Fax Service Policy - Discussions:
 - Approved 1st = Doug
 - Approved 2nd = Louise
 - All = yes
 - So, moved and approved.
 - 2. Child Safety – Clarification of ‘years’ in the policy:
 - Approved 1st = Colleen with changes of ‘YRS’ behind
 - Approved 2nd = Kate
 - All = yes
 - So, moved and approved.
 - 3. Library of Things Policy and Waiver - Discussions:
 - Approved 1st = Doug
 - Approved 2nd = Kate
 - All = yes
 - So, moved and approved.
 - 4. Cash Management - Discussions:
 - Approved 1st = Colleen
 - Approved 2nd = Louise
 - All = yes
 - So, moved and approved.
- d. Emergency Work from Home Policy: Tabled till next meeting.
- e. Annual State Report: Heather will be focusing on completing this 3/10/25.
- f. Card Catalog PC: Part of Systems Card Catalog
- g. American Revolution Museum: we now have passes for this.
- h. ‘Design-a-thon’/Logo’s: We can use the logo’s that the college students created within 12 hours. Maybe have T-shirts made up for a fund raiser - for Swampfest.
- i. TV Monitor at Front Desk: The TV will be wall mounted instead of ‘sitting’ on the Front Desk – and we need to fix the other TV.

- j. Book Drop: The bin needs to be fixed so that it does not damage our books.
 - k. Youth Services: Exciting news- we hit our grant match! We received our first check from Humanities Group. We are waiting for the second check to arrive.
7. Fundraising – 2025 calendar
- a. Hoagie Sale (Amity) – Orders are due by 3/31/25 with delivery on 4/8.
 - b. Candy Bars – On going in the library,
 - c. Luminaries - \$50.00 was received.
 - d. Fall Annual Letter – October/November – (Skipped)
 - e. Breidegam Foundation Donation (October) – (Skipped)
 - f. Peter Pickle (May/November) Kate will do this
 - g. Honey (September)
 - h. Paisley (April/November) – Not a big fundraiser but Louise to keep it going.
 - i. Anthony’s Coal-Fired Pizza – Colleen to follow-up from last sale; never receive check.
 - j. Raffle Calendar – The calendars were ordered from the Printer – need volunteers for Radcliffe’s Market.
 - k. Sheldon’s Birthday Tortoise Trek (August)
 - l. Dutch Mill Bulbs (March/September) – sale is going on now.
 - m. Vendor Fair is scheduled for the 2nd Saturday in November (11/8/25). The Auditorium has been booked with the Lutheran Home.
8. Community Outreach
- a. Township Advocacy visits – board members need to attend their respective meetings. April 2025 Updates are on the website to download for these meetings. If emergency arises and you cannot present, contact President, VP and Library Director.
 - b. Tipton 150th Anniversary meeting on Jan. 30th. Colleen will attend.
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.

- c. Increase signage on campus – remove this from the agenda.
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- 10. New business
 - a. Libraries are supposed to be 'Neutral' – Heather is looking for guidance on this subject matter.

 - b. No weapons allowed on the campus – signs have been posted. The Lutheran Home will put a sign on the main building door to enforce this. PA State Police Service the Library.
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- 11. Public Comment/correspondence – none
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- 12. Meeting adjourned: 7:28 pm

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