

**Brandywine CL Board of Trustees February Meeting mins**  
**February 22, 2024 6:30 PM**

Attendees: Heather, Amy, Karen, Jess, Amity, Mary, Melissa

Absent: Doug, Colleen, Nicole

1. Call To Order by Amy at 6:32 pm
  
2. Previous Month's Minutes; Motion to approve: Karen, 2nd: Amity
  
3. Financial Report - Doug not present; but reports on target for January; Motion to approve: Melissa; 2nd: Karen
  
4. System Meetings 2024: 2/21, 5/15, 8/21, 11/20 -Karen/Missy
  - a. 2/21: Melissa logged into meeting but had no volume; System sends minutes the week before the next meeting
  
5. Librarian's Report -Heather
  - a. Policies: Library Services: motion to approve with edits: Mary, 2nd: Jess; Volunteer policy: Motion to approve with edits: Karen, 2nd: Amity; Gaming policy: tabled to email vote after some questions are answered (gaming systems will be prompted after the summer)
  - b. Spark Update: still working through and learning
  - c. Summer Position: PT position will be posted and advertised at KU
  - d. State Report: Doug and Heather are working on
  - e. Approval for annual report trifold: will be email vote; Doug and Heather working on it; Karen rec sharing with townships/boroughs then also
  - f. Computers/Technology Inventory: Removed old PC to replace with gaming computer; Jeff IT guy can look at pricing for the 2 (2013's and director's laptop); ask for money for new computers with annual letter
  - g. 35th Anniversary year- collect stories and collaborate with National Library week
    - i. Ideas for celebration: combine with turtle trek? Invite old board members? 80's party? T-shirts?

6. Fundraising- 2024 calendar [LINK](#)
  - a. Hoagie Sale (Alternating Months, next March) Amity
  - b. Candy Bars ongoing -library staff
  - c. National Library Week mailing (April 7-13).
    - i. Confirm decision to skip mailing in lieu of raffle calendar sales? Agreed to skip this mailing
  - d. Fall Annual Letter- October - ask for new computers
  - e. Deka Letter-Amy P. September
  - f. Peter Pickle (May/November)- Nicole
  - g. Honey- (March/September) Nicole
  - h. Paisley- (April/November-December) Jess to do for April.
  - i. Anthony's Coal-Fired Pizza (April 11) Colleen
  - j. Raffle calendar- (May) Mary - sell calendars - cost was covered for tickets, calendar and money prizes; advertise in newsletter
  - k. Bus trip to New York (June 1)- Jenn Johnson to run, 54 seats on bus; bus was booked
  - l. Sheldon's Birthday Tortoise Trek (August 10)-Mary. Plan to expand to include 35th anniversary activities
    - i. Melissa is waiting to hear from ice cream trucks
  - m. Vendor Fair (November 9) will need committee and someone to run this
    - i. Suggestions for next year: consider decreasing hours for next year, end at 1:00 vs. 2:00; suggestion to have volunteers sign up for a block of time.
    - ii. Need more volunteers
    - iii. Heather to check availability of auditorium with the home (second saturday in November)
7. Community Outreach:
  - a. Township Advocacy Visits- plan to attend township meetings in April or May to promote summer events. Info in Community Outreach folder to share
    - i. Longswamp- 4/9, 4/24 or 5/14, 5/28
    - ii. District- 4/18 or 5/16
    - iii. Topton- 4/8 or 5/13
    - iv. Rockland- 4/8 or 5/13
  - b. Topton Community Events
    - i. TBD 150th anniversary of town (Colleen)
8. Old Business
  - a. Orientation Packet Update -Melissa has it started
  - b. Open board seat in April, again in June

Motion to Adjourn meeting at 7:33 pm by Karen, 2nd: Mary

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**NEXT BOARD MEETING Thursday, March 28, 2024 6:30 PM**

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