

Brandywine Community Library Meeting - Board of Trustees
January 25, 2024 6:30 PM

Visitor Recognition: Catherine Elwell

Attendees: Heather, Amy, Karen, Doug, Colleen, Jess, Amity, Mary (via Zoom)

Absent: Melissa, Nicole

1. Call To Order at 6:29 pm by Amy P
2. Previous Month's Minutes: Motion to approve: Doug, 2nd: Colleen
3. Review of any email approvals between meetings if any
 - a. 2024 Budget- passed
 - b. Kline bus trip to NYC 6/1- passed; fundraiser
4. Financial Report: Doug
 - a. Ended 2023 a little behind; \$6792 deficit; \$133,700 in reserve
 - b. BCL budget 2023 December all in drive; overspent last year; must spend 12.5% on collections each year
 - c. Motion to approve financial report: Karen, 2nd: Colleen
5. System Meetings 2024: 2/21, 5/15, 8/21, 11/20 -Karen/Missy
 - a. Karen to touch base with Missy for coverage for February Meeting
6. Librarian's Report -Heather
 - a. Spark Migration week of Feb 5-10; nothing will be due that week; can check items out but not back in; Spark go live 2/8
 - b. February is Library Lover's Month - emphasize our 35th anniversary
 - c. Policy: Mission Statement: Motion to approve: Amy P, 2nd: Doug
 - d. Bylaws: Motion to approve: Doug, 2nd: Jess
 - e. Internet Policy: Motion to approve with changes in red: Colleen, 2nd: Amity
 - i. May need to look into gaming computers and internet policy in future
 - f. Automation Agreement updated: because of the system change from Polaris to Spark; Amy and Jess had to sign
 - g. 35th Anniversary year (September) - need ideas after spark migration; reach out to community and hear stories/history;

any positive PR/newspaper/online - should send to townships/borough

- h. Kutztown Rotary Grant - purchased stuff and awaiting til after migration
 - i. BCPL awards - staff and program nominated - Heather and Amber attending
 - j. Eagle project - Scout to do project - he wants to help fix up the trail, Heather would like promotional videos
 - k. 18 year old mailing update - mailed out 38 letters, only 2 came in to update info; not successful; end program
 - l. Annual calendar - in drive; other library stats in drive, our circulation and computer use went up
7. Strategic Plan for 2024 - revisit in a few months
8. Fundraising- 2024 calendar [LINK](#)
- a. Hoagie Sale (Alternating Months) Nicole/Amity- Jan/March (Jan profits \$268.00)
 - b. Candy Bars ongoing -price increased to \$2.00 a bar in January
 - c. National Library Week mailing (March-April)
 - i. Should we do this again March and November? Last year with both mailings, we had more donations total than 2022
 - 1. 2022 total \$16,692; 2023: Spring \$5,500 and Fall \$11,298
 - 2. Is it worth extra postage for 2 mailings
 - 3. Maybe 35th anniversary fundraising campaign?
 - ii. National Library week is April 7-13
 - d. Fall Annual Letter- October
 - i. Reminder- grant applications often ask that Trustees have a 100% donation rate. No required donation amount. Thank you!
 - e. Deka Letter-Amy P. September - got the money from them
 - f. Goat Yoga Fundraiser -Mary, can revisit in ~May 2024?
 - g. Peter Pickle (May/November)- Nicole (November profits \$30.60)
 - h. Honey- (March/September) Nicole (September profits \$67.90)
 - i. Paisley- (April/November-December) Jess
 - i. Results from Nov/Dec sale; (December profits \$106.70)
 - j. Sheldon's Birthday Tortoise Trek (August)- aiming for August 10 if Topton approve
 - i. Mary emailed Topton for permission for 8/10, borough will discuss at February meeting
 - k. Vendor Fair (November 11) Jess (will need new person in charge)

- 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.
 - l. Spring Fundraiser May? 2024
 - i. Planning Committee met 1/16. We need someone to lead this committee.
 - ii. Possible 2 different fundraisers ?Kaufmann's BBQ chicken
 - iii. Next meeting 1/31, reach out to Amy if interested
 - m. Bus trip to New York- June 1, Jenn Johnson to run
 - i. Ticket price \$75/ticket: motion to approve: Karen; 2nd: Amity
 - 9. Community Outreach
 - a. Township Advocacy Visits
 - i. Longswamp-
 - ii. District- their check come through late December
 - iii. Topton-
 - iv. Rockland- (got increased funding for this year)
 - b. Topton Community Events
 - i. TBD 150th anniversary of town
 - 1. Colleen to go to meeting at Boro
 - 10. Old Business
 - a. Orientation Packet Update -Melissa (not here for update)
 - b. Open board seat in April (Karen), another open seat in June (Jess)
 - c. Annual Trustee Agreement- January
 - d. 2024 elected Officers: President- Amy Portzline; Vice President- Melissa Hartman; Secretary- Jessica Bortz; Treasurer- Doug Sherry
 - 11. Youth Update:
 - a. Teen Reading Lounge approved - topic is Books that went to movies
 - i. Rent Hamburg Strand \$5 admission, teens free
 - ii. Have to raise \$1500 for half of the grant
 - iii. PA Smart Grant - gaming - 10 ipads, nintendo switch, gaming computers teens built, 3D printer, board games
- Motion to adorn meeting at 7:44 pm by Karen; 2nd: Amity

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**NEXT BOARD MEETING Thursday, February 22, 2024 6:30 PM**

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