Brandywine Community Library Meeting Minutes - Board of Trustees

January 22, 2026 6:30 PM

Attendees

Visitor:

Trudy Johnson

Present:

Heather Wicke, Amy Portzline, Amity Grim, Colleen Kristula, Louise DeMatteo, Kate Emenheiser, Deb Kirby, Doug Sherry

Absent:

Missy Hartman

Call To Order

Amy Portzline called the meeting to order at 6:30pm

Approval of Minutes

Deb Kirby moved that the Board approve the minutes from November 19, 2025. Colleen Kristula seconded. Minutes were unanimously approved.

Review of any email approvals between meetings

Raises approved via email in December.

Financial Report

- Ended year in positive
- 2026 needs to get ready for the 2027 Topton budget. County formulas are 2yrs behind municipality contributions
- Fundraisers: profit of $12,481. Increasing the goal for 2026.

Louise DeMatteo moved that the Board approve the financial report. Deb Kirby seconded. Financial report unanimously approved.

2026 Budget

Kate Emenheiser moved that the Board approve the financial report. Louise DeMatteo seconded. Budget for 2026 unanimously approved.

The cleaning person isn't consistent. Consider being ready to search for a new person. $10/hr. Approx 2hrs/week

System Meeting

Meeting dates for 2026: 2/18, 5/20, 8/19, 11/18
Missy Hartman & Louise DeMatteo are representatives

Librarian's Report

Policies

1. Doug Sherry moved that the Board approve the mission statement. Louise DeMatteo seconded. Mission Statement unanimously approved.
2. Doug Sherry moved that the Board approve the Bylaws. Kate Emenheiser seconded. Bylaws unanimously approved.
3. Colleen Kristula moved that the Board approve the Internet Policy. Deb Kirby seconded. Internet Policy unanimously approved.

Librarian Notes

Will use an HR Pilot program, working to update handbook
Heating system has been struggling. Evertrue is responsible for repairs. Plans for 2026: potentially need to close library during repairs: TBD
Discussed the general timeline for repairing/replacing library technology as needed
BCTV episode about library airing online 1/25/26.
Seed library underway, working with Master Gardeners, and native plants
Some library museum passes have been donated by patrons

Fundraising Report

Critical to fundraise, in light of budget reductions.

a. The Fundraising Committee is open to all; please contact Heather or Amy to join.
b. Breidegam Family Foundation donation- January "the check is in the mail"
i. Fundraiser schedule: 2026 calendar is in progress
c. Tshirt fundraiser. Considering the artwork.
d. Not doing the lottery calendar this year due to rules around small games of chance

e. Tortoise trek 8/1/2026: need a spearhead person. Need a creek liaison. Ask the girl scouts again for help. Need the weeds along the creek bank cleared by the borough - maybe it'll be better this year due to the other events happening prior

Community Outreach

Township Advocacy Visits- board members need to attend their respective meetings in April/May and again in September. *If an emergency arises and you can't present, contact the President, VP and Library Director.*

i. Longswamp
ii. District
iii. Topton
iv. Rockland

Community Events

America 250th = Longswamp Swampfest celebrating 250th.
Topton block party 5/30 (5/31 rain date) "Topton 150th"

Old Business

- Iron Pigs volunteer opportunity- Volunteer at the Iron Pigs games and the 'pigs will donate the hourly rate to the Library. Minimum age 14. 5hr shifts.
- Longswamp representation - still searching.
- Kiwanis club update - Deb and Colleen
- Ongoing discussion: decreased library funding impacts

New Business

- Community Survey results - no big problems.
- New trustee orientation - In April, at System Headquarters

Public Comment/correspondence

**Public comment limited to residents and taxpayers*
Suggestion to try to connect with more of the campus residents, and also incorporate generations

Adjournment

Amy Portzline moved for adjournment. Seconded by Kate Emenheiser. The meeting was adjourned at 7:44pm.

Submitted by Amity Grim, Secretary, BCL Board of Trustees

NEXT BOARD MEETING Thursday, February 26, 2026 @6:30 PM

Board Email bclibraryboard@gmail.com