

Brandywine Community Library Meeting - Board of Trustees

Minutes

June 27, 2024 @ 6:30 PM

Start: 6:32 pm

Visitor Recognition: None

Attendees: Heather Wicke, Amy Portzline, Melissa Hartman, Amity Grim, Colleen Kristula, Louise DeMatteo, Jess Bortz, Deb Kirby, Nicole Miller, Kate Emenheiser, Mary Shoemaker

Absent: Doug Sherry

1. Call To Order
2. Previous Month's Minutes (May 23, 2024):
 - a. Approved 1st = Kate
 - b. Approved 2nd = Amity
 - c. All = Yes
 - d. So moved and approved.
3. Financial Report - Doug was not present but the Budget was reviewed and voted on:
 - a. Approved 1st = Jesse
 - b. Approved 2nd = Louise
 - c. All = Yes
 - d. So moved and approved.
4. System Meetings 2024: 8/21, 11/20 -Missy had nothing to report out.
5. Librarian's Report - Heather
 - a. 'Topton Day' is 6/30/24.
 - b. Heather will be on a well-deserved vacation from 6/29 through 7/7.
 - c. 'National Night Out' in Topton; is scheduled for 8/6...we will be selling Tortoise Trek Tickets.
 - d. Tortoise Trek is scheduled for 8/10.
 - e. 'Grandparents Day' at the Topton Home will be held in September.
 - f. Reading Philharmonics (Ruth Bloom) will be playing with Brandywine High School's Band.
 - i. For the Residents – the home is looking to have a bus available for their transportation to/from this event.
 - g. Summer Reading Program –

- i. Seeing a lot of new people; there were 30 new patrons joining last month.
 - ii. American Sign Language Class is greatly appreciated.
 - iii. There are over 200+ people/day through the library!
 - h. Printer Lease –
 - i. Options are to upgrade (incl. 5yr contract) or renew for 2 years.
 - ii. Heather to speak to the vendor about fixing what we have. We will vote across email since we don't meet in July.
 - i. Vendor Fair – Heather is coming up with ideas for raffles.
 - j. 'Pay Pal' – Library can't use credit cards; so, pay pal is acceptable with a 3% surcharge.
 - k. County Commissioners want to visit all the Libraries in Berks County:
 - i. The visit would consist of 30+ people.
 - ii. They are requesting an 'Open Forum' session with a 'Question/Answer' with the public.
 - iii. They want to meet at 6:30 – 8 pm and want 20 chairs be set up for this event.
 - iv. Suggestions were to use the 'Upstairs Room' at the Home
 - v. Looking at a date in February 2025.
 - l. The 3-D Printer was demonstrated to the Teens today.
 - m. Summer Reading Program – Individuals need to read a minimum of 20 min/day; but are encouraged to read 35 min/day.
- 6. 2024 Fundraising –
 - a. Anthony's Coal-Fired Pizza (April)
 - i. Great success!
 - ii. We should be receiving the check in 6 weeks.
 - iii. Trexlertown and Wyomissing – will be sharing a date next time we host this event.
 - b. Sheldon's Birthday Tortoise Trek (August 10) –
 - i. We have a lot of Sponsors coming to this event.
 - ii. Texas Roadhouse is coming with 3 games to present.
 - c. Vendor Fair – (11/9/24)
 - i. The timeframe will remain 10 am through 2 pm.
 - ii. Need Donations for the raffle.
 - d. Hoagie Sales – The June Sales yielded \$300 profit. Next sales will be the end of August = Amity.
 - e. Candy Bars ongoing – Library Staff
 - f. Peter Pickle – Kate to take over this project. She will investigate to hold a fund raiser in July or later. Contact person @ Peter Pickle is Terra.
 - g. Honey- (September) - Nicole
 - h. Paisley- Colleen to take over this project.
 - i. Raffle Calendar was a success! 5 people won. We will do this again next year.

7. Community Outreach –

- a. Board Members need to attend their perspective Township Meetings:
 - i. Present the materials in the ‘Outreach Folder’:
 - 1. Annual Report
 - 2. Talking Points on the Shared Drive
 - ii. Share the ‘Summer Reading Program’ with them.
- b. Community Events –
 - i. Topton 150th Celebration - June 29, 2026 – Colleen
 - 1. Events include =
 - a. Car Show
 - b. Community Days
 - c. National Night Out (August 2026) -Movies
 - ii. Swampfest with Sheldon (weather permitting) – 6/8/24 from 10 am thru 2 pm
 - 1. Heather & Amy attended.
 - 2. Sold few candy bars.

8. Old Business –

- a. Computer updates –
 - i. We will wait for Daikon and their merger to see what will happen.
 - ii. Colleen helps with all Tech Issues at the Topton Home
- b. Orientation Packet by Missy – She is pulling this together to present at the next meeting.
- c. Topton community book delivery- Colleen
 - i. We need people to participate in this program.
 - ii. Suggestions were made to advertise this service for Shut-Ins via a business card.
Give the brochures to:
 - 1. Will distribute to the local churches.
 - 2. Will ask Meals On Wheels to help distribute the brochures.
- d. Daikon Merger: Scheduled for November 2026
 - i. Lease is due in October, we aren’t sure yet if it is changing – more to come!
 - ii. We are under ‘Daikon Care.’
 - iii. We are not under ‘Lutheran Services’.

9. New Members –

- a. Deb Kirby was voted in today –
 - i. Approved 1st = Kate
 - ii. Approved 2nd = Colleen
 - iii. All = Yes
 - iv. So moved and approved.
 - v.
- b. Jess Bortz – this is her last meeting.
 - i. She was graciously ‘thanked’ for all that she did for the Library and Board.
- c. Melissa Hartman was voted for the ‘Secretary’ Position on the Board:
 - i. Approved 1st = Colleen

- ii. Approved 2nd = Kate
- iii. All = Yes
- iv. So moved and approved.
- v. Make note: That if Melissa is required to run the meeting; she will ask another Board Member to take the minutes.

10. New Business

- a. None

11. Public Comment/correspondence (**Public comment limited to residents and taxpayers*):

- a. None

12. Meeting Adjourned: 7:25 pm

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**NEXT BOARD MEETING Thursday, July 29, 2024, 6:30 PM**

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