Brandywine Community Library Board of Trustees Meeting Minutes

June 25, 2026 at 6:30 PM

Attendance

Visitors: none
Attendees: Heather, Amy, Amity, Colleen, Deb, Missy (zoom)
Absent: Doug, Louise, Kate

Call to Order

The meeting was called to order at 6:31pm.

Items for Review

- Previous Month's Minutes - Missy moved that the Board approve the minutes from May 28th, 2026. Deb seconded. Minutes were unanimously approved.
- Review of any email approvals between meetings - none

Reports

- Financial Report - Colleen moved that the Board approve the Financial Report. Missy seconded. Financial report unanimously approved.
- System Meetings 5/20, 8/19, 11/18
    - Finance committee Discussing the funding equation for the county. Evaluating.
- Librarian's Report
    - Document Retention Policy - Colleen moved that the Board approve the Document Retention policy, and Deb seconded. Document Retention policy unanimously approved.
    - Commissioners coming on March 2, 2027 (scheduled with Stephanie Williams).
    - Swampfest: visitors wanted to see Sheldon. Nobody bought peanuts. The appetizer coupons on the packets are good through September 2026.
    - Summer Reading is going well. Very good attendance and participation.
    - The system's Continuing Education requirements have been fulfilled for the year.
    - Longswamp Twp newsletter - will be including details about Brandywine Community library in their November newsletter.
    - Book Binding Machine - needed to repair book spines with fresh glue. Will research pricing.
    - Consider imminent updating technology pieces that are aging

- Fundraising Report
    - Next committee meeting Tuesday, 6/30 @6:30 via Zoom.

- Beginning the raffle requests for Vendor Fair. Anyone can ask local businesses for donations/raffle baskets as well.
- Fundraiser schedule:
  - June- Herman's 6/15; R&K Subs; T-shirts; Sunshine Signs
  - July- Herman's 7/15, Tortoise Trek tickets, Front Desk baked goods, Sunshine Signs

Community Outreach

Township Advocacy Visits- Board members need to attend their respective meetings in April/May and again in September.

- Longswamp- Kate presented in May
- District- Amy presented in May
- Topton- Colleen & Deb presented in May
- Rockland- Missy presented in May

Community Events

America 250th

- Swampfest 6/13 - peanut fundraiser

Old Business

- Longswamp representation - Still searching. Considering a "searching" announcement on website
- Kiwanis club update - no meeting attendance this month
- Ongoing discussion: impacts of county funding formula & decreased library funding

New Business

- Creation of a short term HR committee, led by Kate

Public Comment/Correspondence

No comments

Future Meetings

Next Board Meeting: Thursday, August 27, 2026 at 6:30 PM

Adjournment

The meeting was adjourned at 7:14pm. Submitted by Amity Grim, Secretary