

Brandywine Community Library Meeting - Board of Trustees

May 25, 2023 6:30 PM

Visitor Recognition: none present

Attendees: Amy C, Amy P, Karen, Heather, Mary, Melissa, Amity, Doug

Absent: Jessica, Nicole, Doug

1. Call To Order: Motion to approve: Amy @6:36pm 2nd by: Mary

2. Previous Month's Minutes: Motion to approve: Melissa 2nd by: Amity
 - a) Review of any email approvals between meetings if any
-Updated Mask policy

3. Financial Report- Doug: Motion to approve: Melissa 2nd by: Mary

4. System Meeting 5/17, 8/16, 11/15 -Karen/Missy
 - a. 5/17 Meeting update
 - b. Karen might need coverage for the 8/16 meeting. Melissa to cover.
 - c. Collaboration with other library boards- Amy C will consider best approach ~July.

5. Librarian's Report
 - a. Youth Services Report- Amber presenting to Brandywine students, it's going well.
 - i. Homeschool Group: will create a charter, will consider renaming it to 'Educational Enrichment Program for Independent Learners', and create a Parental Agreement form.
 - b. Summer Reading- sign up begins at Swampfest 6/10
 - c. Sheldon Birthday party- 8/12
 - d. 2 policies up for review:
 - i. Meeting Room policy: some edits made. Motion to approve: Amy C. 2nd by: Amity
 - ii. Reference policy: no changes made. Motion to approve: Amy C. 2nd by: Mary
 - e. Libby cost increase this year- no concerns, we are budgeted appropriately for it.
 - f. Staffing- Linda retiring sometime September, Heather hoping Linda can overlap her replacement.
 - g. Participation in raffles- Decision: children of staff and Board

members may participate in library raffles. Motion to approve: Amy
C. 2nd by: Mary

- Upcoming special programs and dates- events are posted on Facebook and our website
 - Swampfest- June 10 (Library & Sheldon on site 10-4; event runs 7:30AM until after 9PM)
 - Summer Reading Program- June 12-July 29
 - Blood Drive June 20th 1-6 PM
 - Topton Park Party June 25th 11-8. Consider selling water/chocolates based on volunteer availability.
 - *Heather Vacation July 1-9*
 - Sheldon Birthday Party and Turtle Trek August 12 10-12

6. Fundraising

- a. Hoagie Sale(Alternating Months) Nicole
 - i. June Sale Orders Due 6/12, Pickup 6/27
- b. Wine & Stein (May)
 - i. Event Recap- less people in attendance this year, need to consider future date and location. Awaiting final numbers to understand profit. Need to consider collaborating with another library in future.
 - ii. Thank yous- Amy C. sending to sponsors
 - iii. Planning for next year
- c. National Library Week mailing (March-April)
- d. Deka Letter-Amy P. Action Item- Amy Portzline to research and resend a letter
- e. Yoga Fundraiser -Mary; event being promoted now.
- f. Peter Pickle (May/September)- Nicole
 - i. Orders due 6/13, Pickup 6/27
 1. Jess 3-4, other help?
- g. Honey- (March/August) Nicole
- h. Paisley- (April/November)
- i. Candy Bars ongoing -Library staff
- j. Sheldon's Birthday Tortoise Trek (August 12)- Mary; Mary planning first committee meeting 6/26 @7:00pm. Event has conditional Topton council approval.
- k. Vendor Fair (November 11) Jess/Melissa
 - i. Planning committee

7. Community Outreach

- a. Township Advocacy Plan visits for April/May to update on Summer Reading & Wine and Stein
 - i. Longswamp: Amy C info provided for May 9 meeting
 - ii. Distric:t Amy P provided info for May meeting, but will attend in June
 - iii. Topton: Jess Attended April 10
 - iv. Rockland: June- Karen or June?

8. Old Business

- a. Rotary Grant- approved! Unknown amount, they will let us know.
- b. Orientation Packet Update- Melissa

9. New Business

- a. Karen- preparing to step down from the Board when term ends. Needs to train someone else on how to request funding from townships. Melissa volunteered.
- b. Discussed adding a fourth name to who from the Board can sign checks. Will consider for the next meeting.

10. Public Comment*

11. Motion to Adjourn: Amy C.; 2nd by: Karen. at 8:06pm

NEXT BOARD MEETING Thursday, June 22, 2023 6:30 PM

*Public comment limited to residents and taxpayers.

Board Email bclibraryboard@gmail.com