

Brandywine Community Library Meeting - Board of Trustees

May 22, 2025 6:30 PM

Visitor Recognition:

Attendees: Heather, Amy, Amity, Colleen, Louise, Kate, Deb, Missy,

Absent: Mary, Doug

1. Call To Order - 6:35pm
2. Previous Month's Minutes - *Motion to approve: Deb; second: Louise. Passed*
3. Review of any email approvals between meetings
 - a. Emergency Management Plan - *approved via email*
4. Financial Report - *Motion to approve: Colleen; second: Kate. Passed*
5. System Meetings 2025: ~~2/19~~, ~~5/21~~, 8/20, 11/19 -Missy & Amity logged on 5/21.
6. Librarian's Report- Heather
 - a. *Three policies passed as a bundle: Meeting Room; Meeting Room Reservation; and Reference Policies. Motion by Colleen; Second: Deb. Passed.*
 - b. *No report from Director's meeting (hasn't happened yet)*
 - c. *Call-offs affect payroll*
 - d. *Use EDI grant towards Sensory Storytimes, neurodiverse items*
 - e. *Dollar General Summer Reading Grant: \$2000 using towards purchasing prizes, supplies, and payments.*
 - f. *Tortoise trek signs have been updated for 2025 trek*
 - g. *Youth report: field trips to the schools, and advertising for Summer Reading Program*
 - h. *Computer needs: replacements will need a lead time of several months. Current devices date from 2019.*
7. Fundraising Report- 2025 calendar [LINK](#)
 - a. Critical to fundraise, in light of budget reduction this year
 - b. Candy Bars ongoing -library staff
 - c. Breidegam Foundation Donation (October) Amy
 - d. May raffle calendar status - 3 winners tied to PA lottery numbers in May. Also winners from random drawing.
 - e. Fundraiser schedule:

| | | | |
|-----------------|--------------|---------------|--|
| January | TX Roadhouse | July | TX Roadhouse 7/24; Herman's 7/9 |
| February | R&K Subs | August | R&K Subs due 8/4; Tortoise Trek 8/2; Herman's 8/11 |

| | | | |
|--------------|---|------------------|---|
| March | Bulbs | September | Pickles; Honey; Bulbs; tentative Bowers Hotel 9/30 |
| April | R&K Subs; Paisley; Anthony's Pizza | October | R&K Subs due 10/6; Appeal Mailing; tentative Golden Oaks 10/28 |
| May | Raffle Calendar; Herman's 5/28 | November | Vendor Fair 11/8; Paisley; Anthony's Pizza 11/6 |
| June | Pickles; R&K Subs due 6/2; Raising Canes 6/5; Herman's 6/23 | December | R&K Subs due 12/1 |

8. Community Outreach:

- a. Township Advocacy Visits- board members need to attend their respective meetings in April/May and again in August/September. *If an emergency arises and you can't present, contact the President, VP, and Library Director.*
 - i. Longswamp- April 8, 22 (Mary, Kate) Done.
 - ii. District- April 17 (Amy) Done.
 - iii. Topton- April 14, 28 (Colleen, Deb, Louise) Done.
 - iv. Rockland- April 14 (Missy, Amity) Done.
- b. Opportunity to sign up new patrons in community (Colleen)- spring/summer. \$150 for solicitation permit.
- c. Community Events
 - i. Topton Community Day 5/17 8-2pm (Colleen, Deb) - *good turnout/reactions. Discussed making the punch board more sturdy (keep from blowing over): consider attaching it to sandwich board.*
 - ii. SwampFest 6/14 (Longswamp)
 - iii. Longswamp fundraiser 9/20

9. Old Business

- a. Orientation Packet Update - Melissa
- b. Ongoing discussion: decreased library funding impacts

10. New Business

- 11. Public Comment/correspondence **Public comment limited to residents and taxpayers*

Meeting Adjourned 7:24pm. ARG

~~~~~

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