

## Brandywine Community Library Meeting - Board of Trustees

### Minutes

**November 21, 2024 @ 6:30 PM**

Start: 6:35 pm

Visitor Recognition: None

Attendees: Heather Wicke, Amy Portzline, Amity Grim, Colleen Kristula, Louise DeMatteo, Kate Emenheiser, Melissa Hartman, Deb Kirby

Absent: Doug Sherry, Mary Shoemaker

1. Call To Order @ 6:35 pm
2. Previous Month's Minutes (October 24, 2024):
  - Approved 1<sup>st</sup> = Kate
  - Approved 2<sup>nd</sup> = Louise
  - All = Yes
  - So moved and approved.
3. Review of any email approvals between meetings –
  - a. Letter to Topton Borough Council from BCL Board
  - b. Stephanie's (Assistant Administrator) Letter to Topton Board was reviewed
  - c. Both letters were approved
4. Financial Report:
  - a. System Formula Funding- Approved in August – we are approved for YR 2025
5. System Meetings - 11/20/24 – Louise and Missy
  - a. 3/5/25 – Awards Ceremony
    - i. We didn't submit anything – so no need to attend.
6. Librarian's Report - Heather
  - a. The library will be open special hours on 12/15/24 from 1-4 pm and 12/22/24 from 1-4 pm.
  - b. Policies: Personal Leave, Professional Leave, Educational Leave, Maternity and Paternity Leave Policy needs Board approval:
    - Approved 1<sup>st</sup> = Amity
    - Approved 2<sup>nd</sup> = Kate
    - All = Yes
  - c. Sharing with Wyomissing Library:
    - i. Starting January 2025
    - ii. They are in the SPARK Program also
    - iii. At this time – delivery is within one (1) day
  - d. Computer Update:
    - i. Two (2) computers are ordered and will be set up for the Circulation Desk and for the Patron Access Area

- e. Uniform Requirements and Responsibilities:
  - i. System requires us to perform Continuing Education and Events
  - ii. Due by the end of December 2024
- f. Projects:
  - i. Weeding out books then donating them to the Opportunity House
  - ii. Clean-up on Patron Applications
- g. Youth Services:
  - i. They concentrate on mental health
  - ii. A check was received for the Youth Lead Humanities...but we need to raise \$2500 by June 2025
- h. Commissioners Visit – 2/4/25 @ 630 – 8 pm
  - i. The Board Members should plan to attend this event

7. 2024 Fundraising –

- a. Sheldon’s Birthday Tortoise Trek – August 2025 - Mary
- b. Vendor Fair – Result:
  - i. Profit: YR 2023 = \$3,115
  - ii. Profit: YR 2024 = \$2,896
- c. Peter Pickle – Kate – Did not make a lot of money.
  - i. Will do this again in YR 2025
- d. Candy Bars – Ongoing sales
- e. Honey – Amity
- f. Paisley- Louise – Profit for YR 2024 = \$108.00
  - i. We should rethink this fundraiser for YR 2025
- g. Raffle Calendar- (Mary) We will do it in May 2025
- h. Hoagie Orders – (Amity) - Will fundraise every other month.
- i. Deka Battery – (Amy) – In November – we received the \$10,000 check
- j. Fall Appeal Letter –
  - i. Letters have been distributed.
  - ii. Monies are ‘rolling’ in
- k. Dutch Mill Bulbs – (Heather) – do again?
- l. Anthony’s Coal-Fired Pizza –
  - i. Scheduled for 11/7/24.
  - ii. Profits – Trexlertown = \$381.00  
Wyomissing = \$11.81  
(Suggested not to set up in Wyomissing next year)

8. Community Outreach –

- a. Township Advocacy Visits –
  - i. If you can't attend a meeting – let Amy know and she will attend to represent the Library
    - 1. Topton – They do not want to give us additional money. The Board is in a ‘flux’ right now -
      - a. A suggestion for the Spring – the Board Members walk through Topton to sign up people
- b. Community Events –
  - i. Christmas Putz open to the public on Sundays – 12/15 & 12/21 from 1-130 pm

9. Old Business –

- a. Computer updates – Remove from the agenda

- b. Orientation Packet – Missy to forward the packet to Kate & Deb

10. New Business:

- a. Potential Budget decrease for YR 2025:
  - i. Review to see what programs we can cut
  - ii. Will Diakon reduce our rent?
  - iii. renew the Reading Museum passes as well as the Zoo pass but not renew other passes that cost.
  - iv. No Summer Assistant
  - v. Reduce Summer Programs
  - vi. Reduce Library Hours
  - vii. Cut back in purchasing books requested by Patrons
- b. Vote on Yr 2025 Executive positions:
  - i. The current Board Members will serve in YR 2025. Board approved:
    - Approved: 1<sup>st</sup> = Deb
    - Approved 2<sup>nd</sup> = Amity
    - All = Yes

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

- a. None

12. Meeting Adjourned: 7:32 pm

**Board - Closed Session:**

Last Meeting for the Year 2024

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**[NEXT BOARD MEETING](#) Thursday, January 23, 2024, 6:30 PM**

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