

## Brandywine Community Library Meeting - Board of Trustees

### Minutes - CORRECTED

October 24, 2024 @ 6:30 PM

Start: 6:31 pm

Visitor Recognition: None

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

Absent: Doug Sherry

1. Call To Order @ 6:31 pm
2. Previous Month's Minutes (September 26, 2024):
  - Approved 1<sup>st</sup> = Amity with corrections
  - Approved 2<sup>nd</sup> = Louise
  - All = Yes
  - So moved and approved.
3. Review of any email approvals between meetings –
  - a. Plan for State Aid
    - i. Approved via email
4. Financial Report:
  - a. Collection Expense – 12% (need to meet)
    - i. Working Increasing donations –
      - Approved 1<sup>st</sup> = Colleen
      - Approved 2<sup>nd</sup> = Deb
      - All = Yes
  - b. Flower Bulb Profit – will be corrected
5. System Meetings - 11/20/24 – Louise and Missy – ‘Ice Breaker’ Talk was shared.
6. Librarian's Report - Heather
  - a. Anthony's Coal-Fired Pizza – fund raiser is on 11/7 both in Trexlertown and Wyomissing
  - b. Vendor Fair – scheduled for 11/9/24
  - c. Board Meeting Schedule for YR 25 – Continue the 4<sup>th</sup> Thursday of each month except July and December
    - i. Approved 1<sup>st</sup> = Kate
    - ii. Approved 2<sup>nd</sup> = Louise
    - iii. All = Yes
  - d. Holiday Schedule – We are only allowed to close for eleven holidays:
    - i. Approved 1<sup>st</sup> = Mary
    - ii. Approved 2<sup>nd</sup> = Amity
    - iii. All = Yes

- e. Mock Voting for the Kids – scheduled for 11/3/24
- f. Youth Lead Humanities – They have been awarded a \$5000.00 grant, but we must raise \$2500.00. Starts October 2024 thru June 2025.
- g. Heather will be on vacation next week in Michigan – so the newsletter will be done early
- h. Policies: Inter-Loan Policy: update the emails only
  - Approved 1<sup>st</sup> = Colleen
  - Approved 2<sup>nd</sup> = Kate
  - All = Yes.
- i. Staff –
  - i. Shannon has joined us.
    - 1. She is looking into Graduate School
    - 2. Terrific addition!
  - ii. Joyce & Lilly come back to visit.
  - iii. Sophia is a Fleetwood High School Student
    - 1. She works Saturdays – 2/month.
  - iv. Heather now has 2 people working on Saturdays.
- j. Conflict of Interest Policy – we need to sign.
- k. Lease – No changes.
- l. ‘Breakout Box’ & Supplies with the Financial Literacy (books) – MT&T Grant – we ordered a second box of the digital version.
- m. Christmas Puz –
  - i. It will be open on Sundays.
  - ii. Heather is looking forward to staffing this event.
  - iii. We will sell Candy Bars. Santa & Mrs. Claus to attend for pictures with the kids. The shows are @ 330 pm.
  - iv. Heather needs to staff from 1245 – 4 pm. There was a suggestion of an ‘Open House’ for the Library.
  - v. Heather to check with Doug for staffing costs.
- n. Concert with Brandywine Orchestra –
  - i. We sold 61 candy bars.
  - ii. We received \$333.00 donation.
  - iii. We were on 69 News about the school and the orchestra.
  - iv. 98 people attended.
  - v. No transportation for the residents of the Home

7. 2024 Fundraising –

- a. Sheldon’s Birthday Tortoise Trek - Was in August 2024
- b. Vendor Fair – (11/9/24)
  - i. The time period will remain 10 am through 2 pm.
  - ii. Need Donations for the raffle.
  - iii. Need baked goods.
  - iv. There will be available: COVID, Flu, Shingles and Pneumonia shots.
- c. Peter Pickle – Kate – The vendor suggests selling in November.
- d. Candy Bars – Ongoing sales
- e. Honey – Amity
- f. Paisley- Louise
- g. Raffle Calendar- We will do it in May 2025
- h. Hoagie Orders – Pick up 12/9/24.
- i. Deka Battery –
  - i. Amy contacted the CFO for additional monies.

- ii. Heard back that we will be granted \$10,000.
- iii. We should receive the check the beginning of November.
- j. Fall Appeal Letter –
  - i. Letters have been distributed.
    - 1. Each Board Member must contribute to meet goals.
    - 2. 600 Letters were sent out.
    - 3. Goal = \$ 15,000.00
- k. Dutch Bulbs – Did well for the first time
- l. Anthony’s Coal-Fired Pizza –
  - i. Scheduled for 11/7/24.
  - ii. Located at Trexlertown & Wyomissing

8. Community Outreach –

- a. Township Advocacy Visits –
  - i. Topton – We asked for \$15,000 – received the check.
- b. Community Events –
  - i. Topton 150<sup>th</sup> Anniversary - Tabled
- c. Halloween @ the High School –
  - i. Gave out bookmarks, gummy bears and pamphlets.

9. Old Business –

- a. Computer updates
  - i. Kutztown Rotary – Heather wants two (2) computers instead of one (1) (\$1500):
    - Approved 1<sup>st</sup> = Louise
    - Approved 2<sup>nd</sup> = Kate
    - All = Yes
- b. Diakon –
  - i. We received the Lease from Diakon
- c. Nominating Committee –
  - i. Consists of Kate, Louise & Amy
  - ii. Amy – accepts her position through Yr 2026
  - iii. Thanks to the committees’ efforts!
- d. PTO Policy:
  - i. Amy asked Heather if we have timeline with this – with Lilly leaving – this may be resolved.
  - ii. Staff that works less than 10 hrs/week – they get 2 days/yr.
  - iii. If an employee works hours greater than 10 hrs/wk. – they get more days off.
  - iv. Heather stated that she has been with us for 5 yrs – and would like additional vacation days. She has 5 days sick pay.
  - v. We are to review the policy and email the vote.
  - vi. Suggestion was to create a Human Resource Committee to review the vacation/sick day policy for year 2025.

10. New Business:

- a. Library Director Vacation Time –
  - i. Voted on giving her an extra week – to equal 3 weeks starting in Year 2025:
    - Approved 1<sup>st</sup> = Deb
    - Approved 2<sup>nd</sup> = Louise
    - All = Yes
- b. Additional Signage in the Community:
  - i. Louise to investigate additional signage on Home Ave
  - ii. Amy to see Tom about this issue.

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

a. None

12. Meeting Adjourned: 7:45 pm

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**NEXT BOARD MEETING Thursday, November 21, 2024, 6:30 PM**

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