

Brandywine Community Library Meeting - Board of Trustees

Minutes

September 26, 2024 @ 6:30 PM

Start: 6:31 pm

Visitor Recognition: None

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

Absent: Mary Shoemaker, Doug Sherry

1. Call To Order
2. Previous Month's Minutes (August 22, 2024):
 - Approved 1st = Kate
 - Approved 2nd = Deb
 - All = Yes
 - So moved and approved.
3. Review of any email approvals between meetings - Done
4. Financial Report:
 - a. Collection Expense – 12% (need to meet)
 - i. Working on increasing – Heather stated that we are at 9.9%.
 - Approved 1st = Colleen
 - Approved 2nd = Amity
 - All = Yes
5. System Meetings - 11/20/24 – Louise and Missy will be participating
6. Librarian's Report - Heather
 - a. Spark Group Users – Complaints about individual libraries
 - b. Youth Lead Humanities – They have been awarded a \$5000.00 grant, but we must raise \$2500.00.
 - c. Teens are really engaged with the Library – which is Great
 - d. October calendar – Story time on Saturday which includes field trips.
 - e. Policies: Program Policy, Conflict of Interest Policy, Anti-Bullying Policy and Workplace Expectations Policy – No changes
 - Approved 1st = Colleen
 - Approved 2nd = Kate
 - All = Yes
 - f. Carpet Cleaning – They will be moving stuff on 10/12/24; cleaning will be done on 10/14/24.

- g. Reading Philharmonics (Ruth Bloom) will be playing with Brandywine High School's Band on October 20th.
 - i. For the Residents – the Home is looking into transportation for the Residents.
 - h. State Aid & County Coordination Aid = Heather is waiting to let them know what we want and need – this covers salaries, collections, rent, etc.
 - i. Sick Time – a staff member was taking advantage of this policy. of days as well as paid time off.
 - i. Tabled this for future discussions.
 - j. Fund Drive Data File –
 - i. For the data file – there are 1000 active folks
 - ii. She is working with SPARK to correct their system
 - 1. Fines for not stuff brought back is being investigated
 - 2. There is a letter for folks who need to return 'stuff' to the Library
 - 3. library sends letters to try to collect the late 'stuff'
 - k. Staff –
 - i. Lilly left
 - ii. Joyce is leaving
 - iii. Heather has issues with Saturday staffing – she needs 2 people every Saturday
 - iv. There is a Fleetwood person interested and Heather will ask if they are interested in working the Saturday Shift.
 - v. Heather had two interviews – the first person was great – the second person was a 'No Go.'
 - l. System Meeting –
 - i. Berks Equity Coalition Librarians Work together for grants
 - ii. URR's guidelines are to be updated.
 - m. Director Meeting will be 11/26/24 @ 930 am.
 - i. Heather is on vacation – Louise will take her place
 - n. Vacation Request from Heather –
 - i. She is requesting additional vacation days since she has been with us for 7 years –
 - ii. Request has been tabled for now
 - o. Teens Group –
 - i. Baseball –
 - 1. 'Phanatic About Reading – they are promoting- this was found out to not be available for libraries
 - ii. Help with Painting –
 - 1. Geist area
 - 2. Post Office
 - iii. They received \$100.00 for the Teens Group
7. 2024 Fundraising –
- a. Sheldon's Birthday Tortoise Trek (August 10) –

- i. This was a highly successful event.
 - b. Vendor Fair – (11/9/24)
 - i. The timeframe 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 available
 - c. Peter Pickle – Kate – The vendor suggests selling in November - preholiday is a good time. They need 5 weeks' notice to prepare orders.
 - d. Candy Bars – Ongoing sales
 - e. Honey – Amity
 - i. There were more orders this time
 - ii. Suggestion to do this once a year due to low sales
 - iii. There were two online sales
 - iv. Heather to check which items never sold – so that we do not put them on the form again
 - f. Paisley- Louise to run. Heather to look for the old form to give her. The forms are due back in November. Amy to contact the Kutztown's Library President to get their approval for this fund raiser.
 - g. Raffle Calendar- We will do it in the spring of YR 2025.
 - h. Hoagie Orders – Due 9/30/24 for October delivery
 - i. Deka Battery –
 - i. Amy contacted the CFO for additional monies
 - j. Fall Appeal Letter –
 - i. We need to update the letter to ensure it does not mention Libby
 - 1. Approved 1st = Deb
 - 2. Approved 2nd = Amity
 - 3. All = Yes
 - k. Dutch Bulbs were ordered
 - 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 – They are YR 2025 request for funding
 - b. Community Events –
 - i. Topton 150th Anniversary - Tabled
 - c. Topton Borough – Colleen and Deb attended July and August meetings. Library report is on permanent agenda for monthly meetings.
9. Old Business –
- a. Computer updates
 - i. Kutztown Rotary – wait to see if they will donate \$2500
 - b. Diakon –
 - i. We receive a quote from Diakon – but not for the lease which is due 10/14/24
 - ii. We are under 'LSSF' – not Diakon -

1. The Library is seeing new people in the work place
2. We sit & wait to see what happens....

10. New Business –

- a. Nominating Committee –
 - i. Kate, Louise & Amy
- b. PTO Policy - Tabled

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

- a. None

12. Meeting Adjourned: 7:41 pm

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**[NEXT BOARD MEETING](#) Thursday, October 46, 2024, 6:30 PM**

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