

James V Brown Board Meeting Minutes
Thursday April 21, 2022 at 12:00 pm
In person and zoom

Present: Dana Brigandi, Kristin Caringi, John Confer, Trisha Marty, Dr Bowers (via zoom), Kyle Murphy (via zoom), Gloria Greevy (via zoom), Rick Mirabito, Tom Burkholder (via zoom), Marshall Welch III (via zoom), Shirley Alters (for Greg Thomas), Mayor Derek Slaughter

Absent: Barbara McGary, Brette Confair

Guests: Pat Crossley-Sun Gazette

Meeting was called to order by President John Confer at 12:00 pm

Minutes: Trisha made a motion to approve the March 2022 minutes. Seconded by Derek. All in favor. Motion carried.

Financial Reports: Kristin reported the financials. The balance in the general fund as of March 31st was \$1,306,940. We received our first county aid in the amount of \$214,934. We received funds for the bookmobile program from the Marguerite Carl Smith Foundation. The Kane Trust has now been moved to Woodlands Bank. We also received a donation of \$5,000 for Family Place materials. There were three new vendors. Brimmer Engel Landscaping, Mike/Roberta Straka and Traveling Lantern Theatre Company.

Derek made a motion to approve the financial report and new vendors. Seconded by Trisha. All in favor. Motion carried.

Director's Report:

Kristin provided highlights from Barbara's report:

- Barbara, John and members of the LCLS board will be attending the May 19th meeting of the Lycoming County Commissioners.
- The OWL software for hybrid meetings has arrived and we are using it for today's meeting.
- LDV Specialty Vehicles reported that they do not expect any delays in the building of the new library vehicles
- The District Executive Committee will meet on May 11th to finalize negotiations.
- There is now a small meeting room on the 3rd floor in the vintage wing that can be reserved for private meetings.
- Intrada has been working with us to develop an Information Security Policy. David Steele will be the Spotlight this month.
- Kate Shaw has been hired to replace Toby. She will begin service on June 1st. We are currently looking for a replacement for Kevin Renehan who will be leaving on May 16th.

Development:

- We received a \$2,000 grant from PNC for Summer Learning
- We are purchasing materials for book clubs and senior outreach kits with funds from the ALA NEH grant. Our AmeriCorps volunteer (Mandy Bair) will be compiling the kits for us.
- Summer Learning solicitations have been mailed. The goal this year is \$29,000.
- Donations and gift certificates that will be used for the author gala are continuing to come in.
- Upcoming items include a "mini photo session" for patrons and a new donation site called "I give".

Committee Reports:

Finance Committee:

- The Finance committee met with Michael Bush to review monies held in the endowment fund. Michael advised that we are currently in the moderate model and it is doing very well for us. The library does not currently take any distributions from the endowment fund.

Friends:

Shirley Alters reported for Greg

- The Friends are preparing for the book sale which starts tonight. They hope to sell 500 boxes of books.

Spotlight: Cyber Security Policy presented by Intrada

David Steele reviewed the Cyber Security Policy which had been sent to all board members. This is needed on an organization level to protect the Library and to keep us in compliance with our cyber insurance policy. David stated that part of the process is also to keep the staff aware of what is in the policy and why it is important. Part of the policy includes a code of conduct for all employee regarding cyber security.

Rick made a motion to accept the Cyber Security Policy for the library. Seconded by Trisha. All in favor. Motion carried.

Good of the Order:

Next meeting: The next meeting is scheduled for May 19th at 12:00pm. This meeting will be virtual. The June meeting will be hybrid.

Meeting was adjourned at 12:35pm

Minutes recorded and respectfully submitted by Karen Confer