

James V. Brown Board Meeting Minutes
Thursday, April 20th at 12:00 pm
In person and zoom

Present: Dana Brigandi, Kristin Caringi, Brette Confair, John Confer, Kate Shaw, Trisha Marty, Karen Confer, Rick Mirabito, Kyle Murphy, Gloria Greevy (zoom), Robin Degeratu, Nicole Rader, Dr Tim Bowers, Marshall Welch III (zoom)

Absent: Mayor Derek Slaughter, Tom Burkholder

Guests:

Meeting was called to order by President John Confer at 12:00p.m.

Minutes: Rick made a motion to approve the March 2023 minutes. Seconded by Brette. All in favor. Motion carried.

CFO/COO Chief of Staff – Kristin

Financial Reports: Kristin reported the financials. The balance in the general fund as of March 30th was \$1,221,762.00. We received county aid this month. The FNB and Woodland bank accounts were closed. All new signature pages were completed. We received \$1,000 from Truist for EITC. Total in the endowment fund as of March 30th is \$5,583,563.00.

There was one new vendor - PA Correctional Industries (wooden coasters)

Trisha made a motion to approve the financial report and vendor. Seconded by Kyle. All in favor. Motion carried.

Kristin requested that when we sell the current bookmobile and transit that the money from the sales be put into the vehicle replacement portion of the capital improvement fund. Tim made motion to accept this recommendation. Seconded by Trisha. All in favor. Motion carried.

Director's Report:

Programming and Children's Librarian Director – Nicole

- Kindness Club is for children 6-9 years of age. They learn how important it is to be kind to others, animals, our planet and ourselves. They made thank you cards for the board members.
- Visited Schick Pre-K at the end of March. Both classes were grateful for the story and music.
- Faith Preschool is visiting today.
- Will be at the River Valley Regional YMCA Health and Fitness activity on May 31st.
- We continue to book events for summer learning including Forgotten Friends, Rand Whipple, Ridiculous Nicholas and Lewisburg Museum.
- Working on the collection for Books Bus.

Human Resources, Facilities and Fleet Director – Karen

- Interviewing for Books Bus this week.
- We have received 2 applications for the Executive Director position. This is open until April 28th
- We have installed a new bottle filling station in the adult computer area. If this works well we might also install one on the Welch wing side of the library.

- Keith was able to find a second company to give us a quote for power washing the building. Evergreen
- We would like to increase the hours that security is here. We are getting a different population in the library now. Dealing with homeless and mental illness. We originally only had security for after school hours. We then increased to earlier in the day (2:00pm). We would now like to have security here during all public hours.
 - Rick made a motion to have security here during all public hours. Seconded by Tim. All in favor. Motion carried.
- The new bookmobile and Books Bus are here. No word on when the Transit will arrive. The 2013 Transit is worth approx. \$4800.00 We are still waiting for a value price from Blaise for the bookmobile.

Collections, Technical Services & IT Director – Kate

- Plunketts Creek - We received a check for \$1000 to use at the Barbours Link
- StackMap collection mapping is nearing completion. Aimee, Patti and Kate are looking at the call numbers that need to be updated.
- Sue and Kate met with Todd Warhola from Overdrive. We will try their new feature “deep search” for a trial period.
- Brodart items are starting to arrive on a more regular basis.
- Dan is busy planning summer stops with the new vehicle.
- Novelist is up and running

Development, Marketing & Public Relations Director – Dana

- Raise the Region brought in a total of \$11,816.00.
- National Library Week is April 23-29 and will feature giveaways of book-themed stickers and temporary tattoos for children. Andy Armadillo will be here on the 26th
- Nicole’s reception is Saturday April 29th
- Summer learning sponsor goal for this year is \$40,000
- Books and Brews – cancelled
- Marie Benedict will be the speaker for the author gala on October 12th at CAC. The Friends have agreed to sponsor the author fee and the save the date postcards.
- Summer Learning kick-off will be June 1st from 3-6. Hoping to have Books Bus on display

Public Service, Local History & Reference Director – Robbin

- Working toward a phased restoration of hours open to the public.
 - Phase 1 – open 7 hours on the weekends starting in summer 2023
 - Phase 2 - open 65 hours a week starting in winter of 2023
- Looking at options for passports services - appointments vs walk-ins
- Refining rules of conduct
- Local History Action Plan created to prioritize and organize activities in admin, maintenance, access and discovery and preservations/conservation.
- Local History Focus Group meets on April 19th
- Nikole has decorated the end-caps in the basement. Please take time to go see them.
- Advertising for part-time PSA within the next couple of weeks.

Committee Reports:

- Finance Committee
 - Trisha made a motion to move \$200,000 from the general fund to Merrill Lynch. Seconded by Time. All in favor. Motion carried.
- Facilities Committee
 - Kyle made a motion to take funds from the Capital Improvement account to pay for the power washing of the building. Seconded by Brette. All in favor. Motion carried.

Friends: No Friends report for the month

Good of the Order

- John reminded everyone of Representative Flick's open house today from 3 to 6.
- We have received 3 applications for Executive Director as of today. The personnel committee will meet on May 4th to review.
- The County Commissioners presented a resolution this morning for the Lycoming County Libraries in honor of National Library Week.

Public meeting was adjourned at 1:20 pm by John Confer, followed by an executive session.

Next meeting: The next meeting is scheduled for May 18th at 12:00pm in person in the Lowry room.

Minutes recorded and respectfully submitted by Karen Confer.