

James V. Brown Board Meeting Minutes
Thursday, December at 12:00 pm
Virtual due to weather

Present: Dana Brigandi, Kristin Caringi, Brette Confair, John Confer, Trisha Marty, Barbara McGary, Kate Shaw, Dr Bowers, Karen Confer, Mayor Derek Slaughter, Marshall Welch III, Kyle Murphy, Rick Mirabito, Gloria Greevy, Robin Degeratu

Absent:

Guests: Williamsport Sun-Gazette

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

Minutes: Kyle made a motion to approve the November 2022 minutes. Seconded by Gloria. 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 November 30th was \$1,138,205.00. We received three additional grants from EITC: PPL, UGI and Weis Markets. We received our annual gift from the Marguerite Carl Smith Foundation for the bookmobile program. The Kane Trust money should be arriving next week. A grant was received from the Kiwanis Foundation in the amount of \$2,000.

There was one new vendor - Plumbing Masters to correct issue in the adult computer restroom

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

Director's Report:

Human Resources, Facilities & Outreach Director – Karen

- We are interviewing for a new public service assistant.
- Boss Roofing and Silvertip were here to correct some issues with the roof and heating in the Welch Wing.
- New Book drop is here. It is located at the 4th St entrance. The old book drop has been repurposed for the Friends donations.
- I have requested a new timeline for the construction of the book and storymobile.

Collections, Technical Service & IT Director – Kate

- Kate thanked her staff for continuing to work with her as they continue to change/update the processes for technical services and collections.
- We now offer Nintendo Switch games to our patrons.
- Met with Pals about an option of a new ILS system
- A form has been added to the website for patrons that would like us to purchase specific books for our collection. It is also available to staff to use when patrons recommend something while they are in the library.

Development, Marketing & Programming Director - Dana

- The goal for the annual fund this year is \$85,000. We have already met that goal. We received two large donations, one from the Perciballi family and the Losch family.
- We received \$17,000 in grants this year from EITC compared to \$6,500 in 2021.
- Lycoming College was here last Saturday to do programs. They plan to make this an annual event.

- Williamsport Area School District was here as part of the essay winner contest. They also plan to make this an annual event.
- Noah Beiter is currently working on our annual video. Dana shared the video with the board.

Public Service, Local History & Archives Director – Robbin

- Robbin thanked her staff. She is working on staff goals for 2023 and plans to increase their general knowledge as well as each of their areas of specialty.
- With the help of Sam, Robbin is bringing back the volunteer program and would like to recruit 16-22 weekly volunteers to assist with Public Service tasks.
- WVIA requested to use of some of our historical photos for an upcoming program
- Robbin continues to work with the archivist to complete a review of all our historical documents and maps.
- The Public Service team will be tracking questions in 2023 to help us understand the needs of our patrons.

Executive Director – Barbara

- Barbara provided an overview summary of 2022 to the board which included the focus area and major accomplishments. She will review the 2023 areas of focus and EDI goals for 2023 at the January meeting.

Committee Reports:

- Personnel and Finance Committee
 - Dr Bowers advised that the committee met and reviewed the salary increases and year end awards for staff. The committee recommended that these be accepted in addition to the Executive Directors increase and year end award.
 - Dr Bowers made a motion to accept the recommendation. Seconded by Rick. All in favor. Approved.
- Proposed Budget for 2023
 - Kristin reviewed the Capital Improvement and General Fund budgets for 2023. This included the increase in both state and district aid. We will be using some of the dividends from the Merrill Lynch account as part of the 2023 budget for 2023. This will amount to \$4000 a month. The balanced budget for 2023 will be \$2,323,488.00
 - There is a recommendation to move \$350,000 to Merrill Lynch for investments. This will be done by moving \$100,000 from FNB, \$100,000 from Woodlands and \$150,000 from the sweep account.
 - Trisha made a motion to accept both budgets and the transfer to Merrill Lynch. Second by Marshall. All in favor. Approved.

Friends: There was no Friends report. John mentioned that the Volunteer of the Year award was presented on December 6th.

Good of the Order

- John thanked everyone for attending the meeting. We had 100% of the board attending. He wished everyone a happy holiday season.
- Marshall requested that a meeting invite be sent to all the board members which will include all the dates for meetings in 2023.

Public meeting was adjourned at 12:32 pm by John Confer with executive meeting to follow.

Next meeting: The next meeting is scheduled for January 19th at 12:00pm in person in the Lowry room.
Minutes recorded and respectfully submitted by Karen Confer.