

James V. Brown Board Meeting Minutes
Thursday, February 16th at 12:00 pm
In person

Present: Dana Brigandi, Kristin Caringi, Brette Confair, John Confer, Kate Shaw, Trisha Marty, Karen Confer, Rick Mirabito, Kyle Murphy, Gloria Greevy, Robin Degeratu, Nicole Rader

Absent: Barbara McGary, Dr Tim Bowers, Marshall Welch III, Mayor Derek Slaughter, Tom Burkholder

Guests: n/a

Meeting was called to order by President John Confer at 12:02p.m.

Minutes: Rick made a motion to approve the January 2023 minutes. Seconded by Kyle. 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 January 31st was \$784,550. We received grants from the Friends for YS kits, adult programs, staff appreciation and StackMap. Passport sales are soaring with a total of \$9,595 in January. Total in the endowment fund as of January 31st is \$5,767,290. The business office is in audit mode.

There were four new vendors - StackMap Inc, Survival Mindset Co, Americhem International Inc and Herman & Luther's Catering Co.

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

Director's Report:

Executive Director – Barbara

There was no executive director report for this month.

Development, Marketing & Public Relations Director – Dana

- Weekly Constant Contact e-newsletter has been moved to monthly
- Started monthly donor communication called "mission moments"
- Website for annual report and 1907 society has been updated. Thank you to Kate for completing all this in-house
- iGive has replaced Amazon Smile
- Raise the Region is March 8-9
- Working on Summer learning sponsorship grants
- Received \$2000 large-print grant from the Plankenhorn Foundation
- Upcoming events
 - Legacy/planned giving March 30th
 - Books and Brews May 13th
 - Author Gala with Marie Benedict October 12th

Collections, Technical Services & IT Director – Kate

- Finishing up purchases for Plunketts Creek 2022 grant. Adding board games to their collection
- Setting up new home for graphic novels on 3rd floor vintage

- Shifting some ordering of large-type to Blackstone Media
- Visited Montgomery Area Public Library to provide some technical support. All LCLS libraries need training on technical services.
- Ancestry has gone live
- Doug investigating a new slide program as Chrome Sign Builder is no longer supported.

Human Resources, Facilities and Outreach Director – Karen

- All open positions have been filled. Latest hire was Courtney Schonewolf (public service)
- W2s and 1095 forms completed for 2022 taxes
- WC audit support material has been completed for all LCLS libraries
- Front-line staff training was completed on February 8th
- Armed Intruder training will be held on March 9th
- Nicole has moved into the corner office
- Wellness center is a work in progress
- Circulation pump is going in boiler. Estimated cost for just the motor replacement is \$930 if we purchase ourselves
- Received first price to power-wash the vintage side of the library including all the scrolling at the top of the building \$6,800.
- LDV has begun the building of the new vehicles. Jamie working on the graphics.

Programming Director – Nicole

- Nicole introduced herself to the board.
- MLK program was a great success. Creativity stations, book readings and a peace parade. We had over 90 attendees
- Working on cleaning up the parenting section of our collection
- Planning for summer learning
- We have begun having field trips again. Blessed Beginnings will be here next week.

Public Service, Local History & Archives Director – Robbin

- Thank you to the board for allowing us to close on February 8th for Front-line staff training. All the public service staff attended.
- Genealogy research services have been restarted.
- Passport services are up 139%. We are going to begin tracking renewals as well as the first-time passports.
- Met with all the Public Service Staff individually to go over 2023 goals
- Started shifting and reorganizing the local history balcony
- Priority for the 1st quarter is staff development
- WVIA has completed their video that includes some photos from our collection. We are mentioned for the use of our photos
- Rick asked Robbin if she planned to include local government history in the local history collections. They plan to talk at a future date.

Spotlight on Services

Robbin thanked the board for the opportunity to attend LibLearnX in New Orleans. She spoke about her role as an ALA Councilor for the next three years and gave a brief overview of what she learned at conference.

Committee Reports:

Finance committee

- The library has received two bequests. Mr. Muzic (\$15,000) and Mr. Wenrick (\$6,709). The committee is recommending that these gifts be placed in the capital improvement fund for upcoming projects.
 - Trisha made a motion to accept the recommendation. Second by Brette. All in favor. Approved
- The generator on the storymobile is no longer functioning. Karen presented the quote to purchase a replacement. Quote is for \$4,760 and will take approx. 4 weeks to come in.
 - Trisha made a motion to accept the recommendation. Second by Kyle. All in favor. Approved

Friends: Deb Goff, vice president of the Friends board presented a report for the Friends

- They are in the middle of their membership campaign. Last year they ended with 480 members. The goal for this year is 500. Deb passed out membership renewals to the board members.
- They will be holding a St Patrick Day fundraiser at the Herdic House in March.
- They sold \$1,183,64 worth of books in the bookstore in January. Their goal for the year is \$15,000
- The spring book sale will be held on April 27-29.
- Possible book drop in May

Good of the Order

The board had a discussion and decided that they will go back to having monthly board meetings in person every month

Public meeting was adjourned at 1:00 pm by John Confer, followed by an executive session.

Next meeting: The next meeting is scheduled for March 16th at 12:00pm in person in the Lowry room.

Minutes recorded and respectfully submitted by Karen Confer.