

**James V. Brown Board Meeting Minutes**  
**Thursday, March 16th 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, Robin Degeratu, Nicole Rader, Dr Tim Bowers

- *All members were in person*

**Absent:** Marshall Welch III, Mayor Derek Slaughter, Tom Burkholder

**Guests:** Michael Bush

Meeting was called to order by President John Confer at 12:01p.m. John mentioned that both Harold and Joyce Hershberger had recently passed away. Harold was on the Board of Trustees for over 40 years. Rick asked that we look for some way to recognize all the years of Harold's service.

**Minutes:** Kyle made a motion to approve the February 2023 minutes. Seconded by Tim. 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 February 28<sup>th</sup> was \$1,223,111.00. We received our state aid this month and a bequest from William Muzic. We also received \$1,223 for the bookmobile campaign in memory of Sylvia Sarno. Passport sales continue to soar with a total of \$20,340 for January and February. Total in the endowment fund as of February 28<sup>th</sup> is \$5,579,101. .

There was one new vendor - Authors Unbound Agency (gala author)

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

Kristin requested that we close our account at FNB and Woodlands and transfer the funds to JSSB. JSSB is giving us 4% interest rate.

Brette made a motion to approve this recommendation. Second by Kyle. All in favor. Motion carried.

**Guest Speaker:** Michael Bush from Merrill Lynch provided the yearly overview in the investments of the Library for 2022. While the performance last year was not the best, we did fair better than other organizations due to our dividends. . James V Brown holds 2/3 of its investments in stock, 1/3 in bonds, and has a small 1% cash on hand.

**Director's Report:**

**Human Resources, Facilities and Fleet Director – Karen**

- District Training for armed intruder was held on March 9<sup>th</sup>.
- New Door counters were purchased for LCLS libraries.
- Spoke to LVD and both the new bookmobile and storymobile should be delivered to the Library by the end of March or early April
- We will be adding a new position for the second storymobile. This staff member will be responsible for child care and school age children. They will also allot some of there time to desk work. This will allow

them to keep up-to-date on both in-house and out-of-house activities. This will be a full-time position with benefits. Salary range to be determined.

### **Collections, Technical Services & IT Director – Kate**

- Plunketts Creek grant has been completed
- Optisign was purchased to replace Google Sign Builder. This system is used to display Own A Day and other information through out the library on the TV screens.
- We received a Brodart donation of books which include school age books in Spanish. These will be added to both the in-house and the new storymobile outreach collections.
  - *Trisha mentioned that in her recent travels she learned that some Meals on Wheels also deliver books. Dana and Kate will investigate this.*

### **Development, Marketing & Public Relations Director – Dana**

- Raise the Region was last week. We raised \$10,810. This does not include the stretch funds
- Summer learning campaign will be mailed in April
- Applied for the John Cotton Dana marketing grant. This is a \$10,000 grant given to library that had an outstanding marketing program
- We are considering cancelling the Camille Brown event. We have received a low amount of reservations.
  - *Trisha asked if we had paid Herman and Luther's a down-payment? - Yes, we will contact them about this if we cancel. Possibly see if they would like to consider it a summer learning sponsorship.*
- We have received two garden sponsors – Wmspt garden club and the Montoursville garden club. The Potting Bench also met with Karen/Keith to discuss ideas to bring color into the rotunda area.
- April 29<sup>th</sup> will be the welcome reception for new director – Nicole Rader.

### **Public Service, Local History & Archives Director – Robbin**

- Annual report for both James V Brown and Lycoming County Library System have been submitted.
- Passports – Lots of people traveling again. We are having an issue with patrons crowding around the desk while waiting for their turn. We have purchased a ticket system like what you would see in a deli. Patrons will be able to take a ticket and then browse other areas of circulation while waiting for their turn.
- Camera/incident reports – We are having some issues with patron behavior in the library. This increased at the end of January when restriction for evictions were lifted and again at the end of February when the code blue shelters closed for the season. We can identify offenders on the cameras. Incident reports are now being shared between staff and security to keep everyone in the loop
  - *There was a board discussion about the current camera system in the library. The need for additional cameras and the possibility of updated systems.*
- Robbin updated the board on her current ALA responsibilities.

### **Programming Director – Nicole**

- Nicole highlighted the “Move and Groove” program that provides gross motor activities and socialization for wobblers, toddlers and preschoolers. In February they had 3 sessions with a total of 89 attendees.
- Blessed Beginnings visited the library in February and Faith pre-school from Montoursville will be visiting in the future.
- Nicole did outreach at Schick Elementary Pre-K this week and has another visit scheduled
  - *There was a board discussion about the importance of pre-k in the Williamsport area. Kate mentioned the “thousand books by kindergarten” program*

**Committee Reports:** No committee reports for the month

**Friends:** No Friends report for the month

**Good of the Order**

Public meeting was adjourned at 1:15 pm by John Confer, followed by an executive session.

**Next meeting:** The next meeting is scheduled for April 20th at 12:00pm in person in the Lowry room.

*Minutes recorded and respectfully submitted by Karen Confer.*