

James V. Brown Board Meeting Minutes
Thursday, November 17th at 12:00 pm
In person and virtual

Present: Dana Brigandi, Kristin Caringi, Brette Confair, John Confer, Trisha Marty, Barbara McGary, Kate Shaw (virtual), Greg Hayes for Dr Bowers, Karen Confer, Tom Burkholder (virtual), Shirley Alters for Greg Thomas, Marshall Welch III (virtual), Kyle Murphy

Absent: Rick Mirabito, Gloria Greevy, Mayor Derek Slaughter, Robbin Degeratu

Guests: no guests

Meeting was called to order by President John Confer at 12:01 p.m.

Minutes: Trisha made a motion to approve the October 2022 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 October 31st was \$1,262,918.00. We received District Aid. Kristin reminded the board that the District fiscal year runs from July to June so half of this aid is for 2023. We received \$1000 for EITC from Susquehanna Community Bank. \$100,000 was moved from the general fund to Merrill Lynch. We received our annual donation from Williamsport Area School District in the amount of \$4,737.00.

There was one new vendor - Master Contractors for the remodel of the restroom.

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

Director's Report:

Development, Marketing & Programming Director - Dana

- We sold 401 tickets for gala. It was a great success. The total profit from the gala was \$43,878.00
- We received a grant in the amount of \$5,000 from the Marguerite Carl Smith Foundation
- We received a grant in the amount of \$2,000 from the Kiwanis Foundation for the quiet room.
- Dana will be sending out updates to donors about the status of the new book and story mobiles.
- Dana shared the monthly statistics with the board.

Human Resources & Facilities Director – Karen

- Nicole Rader joined us on November 8th and we are happy to have her back at JVB.
- We are currently hiring for a new public service assistant.
- The remodel of the adult computer area restroom has been completed
- Dan will be taking the bookmobile to the Christmas parade tomorrow evening.
- We are in the process of decorating for Victorian Christmas and preparing for the two Friends events coming up in December.

Public Service Director – Robbin

- Karen reported some fun facts about public service in Robbin's absence.
- Patrons love making copies at the library. So far this year they have made over 30,300 copies.
- Passports are back up to pre-covid numbers. We are at 962 for the year.
- We have a work study student joining us this fall from Lycoming College.

Collections & Technical Service Director – Kate

- Purchases are slowing down as the year ends. Kate is looking to update the video game collection
- The ADM team attended a demo on a new software called StackMap. This will tell patrons if an item is available for check out and exactly where it is in the library.
- Met with Erin Halovanic from HSLC for recommendations on how to streamline our ILL process.

Executive Director – Barbara

- Barbara would like to close the library on February 8th to offer the Front-line Staff Virtual Conference to our staff.
 - Kyle made a motion to close the library on the 8th. Second by Brette. All in favor. Motion carried.
- Barbara reviewed the fact that state aid only covers a small portion of the library budget for the year. She asked board members if they thought the public was aware of this. The largest portion of our income comes from Lycoming County annual allocation for public library services.
- June Houghtaling will be establishing the ground work for our next district strategic plan. This will be a five-year plan that runs from 2023-2027

Friends: Shirley reported that the Friends have raised \$27,000 in memberships for 2022. The fall book sale raised \$5,500. The Volunteer of the Year award will be presented on December 6th. In the past 5 years the Friends have donated \$181,000 to the Library. The goal for memberships is 500 members. Shirley would like to see 100% participation from the JVB Board.

Committee Reports: Finance Committee

- We received a donation of stock \$4,887.68 toward a gala sponsorship. The finance committee would like approval to move the money from Merrill Lynch to the general fund to cover this sponsorship.
 - Trisha made motion. Seconded by Brette. All approved. Motion carried
- Kristin sent out four requests for audit proposals. Out of the four one did not reply and two others replied that they were too short staffed to take our business. We did receive a quote from Baker Tilley. They are the current auditors and we have a good working relationship with them. Kristin would like approval to have Baker Tilley continue as our auditors. This would be for 2022-2024.
 - Trisha made motion. Seconded by Marshall. All approved. Motion carried.

Good of the Order

Dana reminded the board that Victorian Christmas is on Saturday. The Repasz band will be playing in the Rotunda and Dana will be dressed in Victorian garb.

Public meeting was adjourned at 12:48 pm by John Confer with executive meeting to follow.

Next meeting: The next meeting is scheduled for December 15th at 12:00pm in person in the Lowry room.

Minutes recorded and respectfully submitted by Karen Confer.