

**James V. Brown Board Meeting Minutes**  
**Thursday, September 15th at 12:00 pm**  
**In person & zoom**

**Present:** Dana Brigandi, Kristin Caringi, Brette Confair(zoom), John Confer, Trisha Marty (zoom), Kyle Murphy (zoom), Barbara McGary, Rick Mirabito, Kate Shaw, Greg Hayes for Dr Bowers, Karen Confer, Gloria Greevy

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

**Guests:** Pat Crossley-Sun Gazette,

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

**Minutes:** Rick made a motion to approve the June 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 August 31 was \$932,734.00. We received an additional payment from the Wright Trust. We will receive one more payment from this trust account for the year. The final payment was sent for the 2021 audit. We will still need to pay Baker-Tilly for the 990s. We saw some losses with our investments last month. We received at \$2,000 EITC grant from UPMC. There were four new vendors: Esposito Archival Services (Archivist for PA History Room). Aaron Johnson (Summer Learning), Celtic Wood and Wires (Summer Learning) and Library Ideas LLC (books).

Gloria made a motion to approve the financial report and new vendors. Seconded by Rick. All in favor. Motion carried.

**Director’s Report:**

**Collections & Technical Service Director – Kate**

- Aimee has joined the Tech team. She will be responsible for ILL and also requests from Allenwood Federal Correctional Center.
- 287 ILL requests handled in August
- Doug is replacing the public computer hard drives with solid state drives.

**Human Resources & Facilities Director – Karen**

- 786 Passports for 2022 as on September 8<sup>th</sup>
- State St entrance has been repaired
- LDV continues to provide updates on the new bookmobiles. One vehicle has been received. They are still awaiting the second one. Parts and supplies are backordered
- Blaise Alexander is looking for a new Transit for us.

**Development, Marketing & Programming Director - Dana**

- Total donations for Summer Learning were \$37,200.37
  - 4151 people were served with 486 people attending the finale and 252 program sessions offered.
  - We have several partnerships this year.
  - 154 people participated in our survey.
- We have sold 227 tickets for gala. This does not include the sponsors.
- The new “teen” library cards have been received
- We will be working with Lycoming College on their community-based learning projects this year.

- We have a new format to share our monthly statistics. It gives a snapshot of visits, cards, checkouts, programs and outreach.

### **Executive Director – Barbara**

- The District Executive Committee met to review the amendment to the 2022-2023 agreement. The amendment includes promoting Nina White to serve as the new NCLD Youth Service Consultant. She will be working with all 40 libraries in the district. This will be effective as of October 9<sup>th</sup>. June Houghtaling has been promoted to head Consultant for NCLD.
- David Steele had been partnering with us as our Virtual Chief Information Officer. We will be discontinuing the monthly stipend for this but will continue to use David for special projects.
- Lycoming and Penn College will be joining with us as research partners. Professional Librarians and administration will have access to the information at both facilities.
- Barbara will be taking a 4-week course on the First Amendment Rights and Library Services.

### **Committee Reports: Finance Committee**

- Kristin reviewed the updates to the budget.
    - Capital Improvements – An additional \$5000 has been moved to this account
    - JVB General Fund - The revised budget includes the increase of state aid, bequests were changed to actual figures, grants were updated to show actual received. Expenses include the promotions of June and Nina and includes digital magazines for the district.
- Rick made a motion to accept the revised budget, seconded by Gloria. All in favor. Approved

**Friends:** No report from the Friends, however, Karen mentioned that the Friends had provided a donation to purchase a new book drop for 4<sup>th</sup> St. The old book drop will be used as a collection bin for the Friends books.

Public meeting was adjourned at 12:40 pm by John Confer with executive meeting to follow.

**Next meeting:** The next meeting is scheduled for October 20th at 12:00pm via zoom.

*Minutes recorded and respectfully submitted by Karen Confer.*