

**James V. Brown Board Meeting Minutes**  
**Thursday, May 18 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, Tom Burkholder (zoom)

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

**Guests:** June Houghtaling, Pat Crossley (zoom)

Meeting was called to order by President John Confer at 12:03p.m.

**Minutes:** Rick made a motion to approve the April 2023 minutes. Seconded by Trisha. 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 April 30th was \$919,854.00. We received grants from the Friends for gala, online calendar and summer learning. The two new vehicles were paid for out of the capital improvement fund. We received notice that we are included in Harold Hershberger's estate. A note was sent to the McCormick law firm to obtain more information on this. The audit with Baker Tilly is 85% complete. The 990 is on extension until November and the 5500 form was filed for 2022. Baker Tilly is currently short staffed which is causing the delay in the audit. Total in the endowment fund as of April 30th is \$5,817,512.00. This includes the \$200,000 that was moved from the general fund.

There was one new vendor - Maryland Library Association ( Executive Director ad)

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

**Director's Report:**

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

- Leslie Crooks was hired for the position of Youth Outreach Professional. She will be driving Book's Bus.
- Interviews were held for Executive Director
- We are currently updating our employee handbook.
- Garden area opened on May 1<sup>st</sup>
- Cholin did their yearly testing of the security system and fire alarm system. We received a "good neighbor discount" off their bill of \$2,800.
- Evergreen Cleaning will be power-washing the building.
- AC units for both vintage and welch are currently being worked on.
- New vehicles are here and are parked in the alley if anyone would like to look at them. Thank you to STA for allowing us to put the vehicles in one of their bus bays so that they can be indoors to wrap.

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

- Plunketts Creek - After much discussion and a visit with Frank at McHenry township, we are considering closing our Pine Creek LINK.

- StackMap integration is complete with our catalog. Next step is creating explore kiosk locations at our doors.
- Demo with ComicsPlus is winding down. We are planning on moving to purchase this.
- Purchasing collection for Book's Bus
- Outreach processing are being handled in tech services now. This stops new titles from traveling the building.
- A new "branch" has been created in ILS Polaris for Book's Bus and we removed Unityville and Cogan House.
- Summer learning updates have been added to website.
- All outreach staff will now report to Kate. (Dan, Pam, Leslie). This will allow all of outreach to collaborate as a team.

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

- We received \$3,500 from C & N Bank for EITC
- We are at 56% of our goal for Summer Learning. The mailing goal this year is \$40,000
- Our Sponsor donations for Summer Learning are now at \$14,000. We received sponsorships from Young Men's Democratic Club, Fraternal Order of Eagles, Baker Tilly, Williamsport West Vet Hospital and Dollar General.
- Sun-Gazette will do a special section in late May for Summer Learning.
- Marie Benedict will be our guest author at the gala on October 12<sup>th</sup> at the CAC.
- We will be having a fundraiser throughout the month of July with Eder's Ice Cream. A "Liberry" with blueberry ice cream.
- The Summer Learning kickoff will be Thursday June 1<sup>st</sup>. This will include the reveal of the new Book's Bus and Bookmobile. The new vehicles are being wrapped next week.
- Small Game of Change license is being renewed.
- We have updated the Gift Acceptance Policy. A copy was provided to the board for their consideration.
  - Trisha made a motion to accept the updated version of the Gift Acceptance Policy. Second by Brette. All in favor. Motion carried.

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

- A revision to the Rules of Conduct will be rolled out in mid-May to ensure that security and staff are responding to incidents proportionally and consistently.
- We currently have 1-3 volunteers coming in each day to assist with shelving.
- We are receiving requests to capture clipping and photos from microfilm easily and without damaging the microfilm. We currently have one old microfilm machine which does damage the film and an additional machine that we cannibalize for replacement parts. Robbin requested approval to purchase a ScanPro 2500 microfilm scanner for \$6,810.80 using the balance of the grant from the Friends (\$6,070) and the balance (740.80) to be taken from the tech budget.
  - Rick made a motion to purchase the ScanPro 2500. Second by Gloria. All in favor. Motion carried.
- Robbin continue to work on organizing the local history collection. The mission of this selection is focused more on local history and less on genealogy. We currently have over 300 volumes of information that are focused on local families history. People doing searches on family history are more likely to search a genealogical society than a library. Robbin requested approval to offer the volumes of family history to our local genealogical society which is located at the Taber Museum.
  - Rick made a motion to offer these volumes. Trisha seconded. All in favor. Motion carried.
  - Robbin will follow up with the board to let them know the outcome of this offering.
- The Public Service Staff met with Rev Kyle on May 10<sup>th</sup> to discuss strategies for working with mentally ill and homeless patrons.
- Cali Mahoney will be joining the Public Service team at the end of May to assist over the summer.

- We will have a Graduate Intern joining us for July-August to assist with tasks related to the local history collection.

### **Programming and Children's Librarian Director – Nicole**

- Summer Learning kick off will be June 1<sup>st</sup> from 3-6pm.
- On May 1<sup>st</sup> the River Valley YMA Health & Fitness class for adults with special needs visited the library for a story, music & movement. They are looking forward to coming again
- Nicole will be visiting the YMCA on May 31<sup>st</sup> for their Health & Fitness Fair
- James V Brown will be listed as a resource in the PA Promise for Children Summer Learning and Literacy Road Trip Journal. Nicole recommends three books (1) *A Song of Frutas* (2) *There's Only One You* (3) *Listen: How Evelyn Glennie, a Deaf Girl, Changed Percussion*.
- Working on the collection for Books Bus.

### **Acting Director – Kristin**

- The ADM team continues to meet with the LCLS directors. We are having good meetings with great discussions. Our next meeting will be in July
- The North Central Library District agreement was signed and sent to June (District Consultant). The District budget is \$485,908.00. The administrative fee for the District center is \$24,295.00. This budget runs from July 1<sup>st</sup> thru June 30<sup>th</sup>. Half of the budget will be deferred to 2024.
- The Governor is projecting level or "stable" funding for libraries in the state budget.

### **Committee Reports:**

- The Personnel committee met and interviewed three candidates for the Executive Director position.

### **Friends:**

- Greg sent report. Their book sale went well with over \$6,000 being raised. They wanted to thank Christ Episcopal Church and the WASD Softball team for all of their help with the sale. They are preparing for a book drop and another book sale in the fall.

### **Good of the Order**

- John thanked the ADM team for continuing to keep the library running smoothly in the absence of an Executive Director.

Public meeting was adjourned at 12:35 pm by John Confer, followed by an executive session.

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

*Minutes recorded and respectfully submitted by Karen Confer.*