

James V. Brown Board Meeting Minutes
Thursday, November 16th at 12:00 pm
In-person and zoom

Trustees Present: John Confer, President; Brette Confair, Vice President; Marshall Welch III, Treasurer (zoom); Rev. Kyle Murphy, Gloria Greevy, Trisha Gibbons Marty, Tom Burkholder (zoom), Rick Mirabito

Trustees Absent: Mayor Derek Slaughter, Dr. Tim Bowers

Library Staff: Amy Resh, Executive Director; Kristin Caringi, Chief Financial Officer; Kate Shaw, Collections, IT and Technical Services Director; Nina Riggle, Executive Assistant

Guests: none

The meeting was called to order by President John Confer at 12:05pm.

Mission Moment: Nicole Rader organized an event with our new community partner the Wildwood Cemetery. The two tours were held on October 30 and focused on historical information about impactful people in Williamsport's history. Over 70 participants enjoyed this tour, including homeschooling families utilizing this event as a historical component for their learning. The Library looks forward to recording a tour with Caleb Hipple for use in public relations for both organizations.

Minutes: There was a correction made to the proposed October minutes. Brette Confair motioned to approve the October 2023 minutes with the correction. Reverend Kyle Murphy seconded the motion. All in favor. Motion carried.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- The fourth payment from the county for 2023 has been paid.
- Passports continue to bring in funding.
- The 2022 990 was paid for and completed in November.
- Reverend Kyle Murphy motioned to approve the October 2023 treasurer's report. Brette Confair seconded the motion. All in favor motion carried.

Executive Director's Report – Amy Resh

Full Report attached; Highlights include:

- The positions of Delivery Clerk and Technical & Digital Services Professional are both open. There will be overlap for new employees to benefit from the years of experience of Sue Mayshock and Terry Neenan.
- The Library is waiting on one additional HVAC quote.
- The Library received a new quote to repair the wood and brick window wells.
- Amy Resh is continuing to develop community partnerships, having recently toured Christ Episcopal Church with Rev. Kyle Murphy and American Rescue Workers with Melanie Shutt. She plans to meet with our state representatives, and our state senator in December.
- The October POWER Library training was beneficial to the Public Service team.
- Nicole Rader worked with Lycoming College to develop a Spooky Science program that served 34 participants supporting STEM and STEAM learning.
- Jacquie Weaver hosted a "Can I Help?" program with Rev. Kyle Murphy and the Teen Advisory Group.
- The top three revenue producing activities are Grants at \$54,885, Author Gala sponsorships at \$43,350, and Bequests at \$26,709.
- The Library is applying for a Williamsport Kiwanis grant to replace the train table in the Children's Wing. Work is being done to finalize the Quiet Room using funds from our last Kiwanis grant.
- EITC funding is at \$8,500 from 4 businesses with \$3000 coming in November.
- The Annual Fund campaign was mailed on November 10. This year's goal is \$80,000. Last year \$106,750 was raised \$106,750 with a special gift of \$38,700 from a now deceased donor.
- The Library will have a social media and email campaign for Giving Tuesday with the goal of raising \$1000 in the 24 hour period.

- Noah Beiter of NVision Films will produce the annual video with a stronger focus featuring library services rather than numbers.

Collection, IT, and Technical Services Highlights – Kate Shaw

- The Library is on target to spend 12% of its budget on materials in keeping with the State statute.
- Many collections are being relocated to more advantageous positions.
 - The foreign language collection is being moved to the rotunda and the collection will expand beyond the Spanish language.
 - The Professional Collection is being weeded, updated and moved to better support our System Member Libraries.
- A \$6000 grant from the Friends of the Library will support the growth of the Book's Bus collection.
- Aimee Lindhauer has been essential in the integration of the paperback collection.
- The Polaris record clean-up continues in effort to make the Patron experience more enjoyable.
 - Kate and her team continue to increase the completeness of our records. This includes updating templates across all JVB collections, including outreach vehicles and Link locations.
- Doug Harkness continues to work on the computer replacement project as Windows 10 will cease updating in 2025.
 - The public facing computer replacement will cost ~\$18,500. The Library is seeking public funds for these.
 - The staff computer replacement will cost around \$20,000. The Library will seek private funding to support the update of these computers.
- Interviews (5) are scheduled for the week of Thanksgiving to replace the Bookmobile Driver.
- Kate Shaw is reviewing policies and procedures on all outreach vehicles for uniformity of service and patron experience.
- There is a Little Free Library inside the Library for discarded items that are still in good shape for our patrons and community to take and enjoy.

Committee Reports:

- Long Range Planning Committee
 - The Committee met with the Administrative Team to discuss ideas and review community needs.
 - Amy Resh and the Administrative Team will be working in December to take the Board's ideas and form them into actionable steps to share with the committee for review and editing.

Old Business:

- None

New Business:

- Rick Mirabito motioned to appoint Trisha Gibbon Marty as a Trustee Emeritus. Brette Confair seconded the motion. All in favor. Motion carried.
 - Trisha Gibbons Marty was presented an award for her 13 years of services as a member of the Board of Trustees.
- A list of potential 2024 closure dates was presented to the board. Reverend Kyle Murphy motioned to approve the list of closure dates. Brette Confair seconded the motion. All in favor. Motion carried.
- A list of 2024 meeting dates for the Board of Trustees was presented to the board. Gloria Greevy motioned to approve the list of meeting dates. Rick Mirabito seconded the motion. All in favor. Motion carried.

Announcements

- There has been a positive response in the community about our new extended hours with patrons occasionally waiting outside before the doors open at 9:00am.

The public meeting was adjourned at 1:10 p.m. by John Confer.

An executive session followed the public meeting.

Remaining meetings date for 2023: December 21

Minutes recorded and respectfully submitted by Nina Riggle.