

James V. Brown Board Meeting Minutes
Thursday, January 18th at 12:00 pm
In-person and zoom

Trustees Present: John Confer, President; Brette Confair, Vice President; Rev. Kyle Murphy, Secretary; Gloria Greevy, Dr. Brooke Beiter, Dr. Tim Bowers, Mayor Derek Slaughter

Trustees Present Virtually: Marshall Welch III, Treasurer; Rick Mirabito

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

Library Staff: Amy Resh, CEO & Director; Kristin Caringi, Chief Financial Officer; Robbin Degeratu, Assistant Director; Nina Riggle, Executive Assistant

Guests Present Virtually: Pat Crossley, Sun Gazette

The meeting was called to order by President John Confer at 12:04 pm.

Minutes: Gloria Greevy motioned to approve the December minutes. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- Total Cash balance as of December 31, 2023 is \$795,232
- Total Investment balance as of December 31, 2023 is \$7,176,646
- Interest revenue and self-generated revenue brought in more revenue than projected in the 2023 budget.
- The Library was under in many expense categories than was projected in the 2023 budget.
- Rev. Kyle Murphy motioned to approve the Treasurer's Report. Gloria Greevy seconded the report. All in favor. Motion passed.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- The Library will unveil our newest revision to the Welch Wing- a private lactation/pumping room for parents. This private room will better utilize the mini-kitchen space next to the creativity zone on the first floor.
- On January 5, Amy Resh and Nicole Rader met with BLAST IU's Dr. Christina Steinbacher-Reed and Rebecca Gibboney to create new cooperative opportunities, including Remake Learning Days, May 2 - 22. Resh also met with State Representative Jamie Flick on January 11. In May, Representative Flick's staff will host a workshop at the Library.
- Rachelle Abbot of STEP met with Resh, Dana Brigandi, and Robbin Degeratu to discuss the newest community needs assessment taking place in 2024. They will meet with Dr. Betty McCall of Lycoming College to assist in this process.
- Robbin Degeratu drafted new Emergency Response procedures for the library, focusing on streamlining and simplifying processes and expectations.
- In her role as District Administrator, Resh is also working with the District Consultants on a survey to begin creating the new five-year plan for the future of district services, as required by State Guidelines.
- December saw an increase in passports, with staff executing 134 passports, a 19% increase over November 2023, a 25% increase over December 2022, and a 47% increase over December 2019.
- Doug Harkness has begun setting up the new public computers from the Plankenhorn Foundation grant the library received in 2023.
- The Winter/Spring outreach vehicle schedule began on January 2. The bookmobile resumed regular services on Thursday, January 10.
- Annual Fund for 2023 generated \$86,508 of income. Library Champions/Monthly givers: 22 donors gave \$8,259 in 2023. EITC for 2023 was \$26,000.
- On January 9, Brigandi met with Loni Kline at Penn College to discuss potential sponsorships for the Author Gala; the meeting was unsuccessful. She also met in December with Greg Hayes from the

Williamsport Area School District Education Foundation for the same purpose. That organization will only partner if they can guarantee their return on investment and receive half of the event's profits. She will meet with Lycoming College later this month to continue investigating the Board's requests regarding the event's future.

- The programming department is beginning to share ideas and contact local partners for the 2024 Summer Learning - *Adventure Begins at the Library!*
 - Ideas include taking the adventure out of the library and into the community by partnering with: the Hiawatha, Farmers Market, Storytime and S'mores in Rider Park, a bird walk with the Audubon Society, and a Comic-con event for teens to name a few.
- **Year in Review 2023:**
 - The Library Administrative team did a fantastic job throughout this year of transition.
 - Book's Bus was added as part of the expanded outreach service and serves birth through school-age patrons, throughout Lycoming County.
 - The Library saw an increase in foot traffic following expansion of hours, with approximately 3,200 more visits per month than prior to the expansion of hours.
 - All five Professional Librarians comprise a team of Managing Librarians; this team has an increased presence in Public Service, with each team member holding a weekly evening shift and a rotating Saturday shift. The new Borrowing Policy that was approved by the Board of Trustees in December 2023 mirrors this welcoming and customer-friendly model.
 - In 2023, the library initiated the first steps in launching a new customer service model. This patron-centered approach focuses on small but meaningful changes in our work with users. Library staff escort patrons to shelves to find books, share additional Library offerings like programs and electronic resources, and conduct rounds throughout the day to meet users in the stacks.
 - The Programming Department to begin more strategically utilizing Library's community organization and businesses as programming partners.
 - In 2023, Dana Brigandi and the Development Department initiated a monthly Mission Moments email to active donors; this regular communication was well-received and will continue into 2024.
 - An annual video was created by NVision Films and can be viewed at <https://jvbrown.edu/annual-reports/>.

Committee Reports:

- 2024 Committee Assignments are finalized and were included in the January's board packet.
- The Long Range Planning committee shared the five year Long Range Plan with the Board of Trustees. Brette Confair motioned to approve the James V. Brown Long Range Plan. Dr. Tim Bowers seconded the motion. All in favor motion passed
- The Personnel Committee met with Amy Resh for her semi-annual review on January 18, 2024 and an executive session will be held at the end of the board meeting.

Old Business:

- None

New Business:

- None

Announcements:

- None

Dr. Tim Bowers motioned to adjourn the meeting. Brette Confair seconded the motion. The public meeting was adjourned at 12:50pm by John Confer.

An executive session followed the public meeting.

Meetings dates for 2024: February 15, March 21, April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 21, December 19

Minutes recorded and respectfully submitted by Nina Riggle.