

James V. Brown Board Meeting Minutes
Thursday, February 15th at 12:00 pm
In-person and zoom

Trustees Present: Brette Confair, Vice President; Rev. Kyle Murphy, Secretary; Rick Mirabito

Trustees Present Virtually: John Confer, President; Marshall Welch, Treasurer; Dr. Brooke Beiter, Gloria Greevy,

Trustees Absent: Dr. Timothy Bowers, Mayor Derek Slaughter

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

Library Staff: Amy Resh, CEO & Director; Kristin Caringi, Chief Financial Officer; Dana Brigandi, Marketing, Development, & Public Relations Director; Nina Riggie, Executive Assistant

Guests Present: Melissa Shaffer, Lycoming Leadership

Guests Present Virtually: Pat Crossley, Williamsport Sun Gazette

The meeting was called to order by Vice President Brette Confair at 12:02 pm.

Mission Moment: Ten participants attended a Discussion-Led Small Business Workshop with April Line. Participants learned how to prioritize their passion for their business using creative solutions to manage tasks, staff, schedules, etc. The next small business program occurred on February 12th at the attendees' request.

Minutes: Minor corrections were made to the proposed January minutes. John Confer motioned to approve the January minutes. Rick Mirabito seconded the motion. All in favor. Motion passed.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- The total cash as of January 31, 2024 was \$1,032,118.
- The total investments as of January 31, 2024 was \$7,211,621.
- The Library received 2023-24 District State Aid.
- Passports generated \$9,515 in revenue in January 2024.
- Rev. Kyle Murphy motioned to approve the Treasurer's Report. Rick Mirabito seconded the report. All in favor. Motion passed.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- The opening of the new lactation space and celebration of the 15th anniversary of the Welch Wing brought together many patrons to celebrate continued efforts to commit to supporting the community's needs. Three press organizations were in attendance on February 14th 2024; WVIA, Williamsport Sun-Gazette, and Northcentral PA.
- Amy Resh met with Representative Jamie Flick and a member of Senator's Yaw's office.
- The Library will be co-hosting a Kids Safe event with Representative Flick's office.
- Resh recorded content for Bigfoot Legends Radio to increase awareness of library services.
- Resh attended a community action meeting at Pennsylvania College of Technology on January 31st.
- On February 1, Resh met with the co-chairs of the Gala committee.
- Resh will be working on the Annual Reports for the Library and its entities as required by the Office of Commonwealth Libraries with Robbin Degeratu.
- The shift in fiction continues and has successfully shifted and integrated more than 40% of the collection.
- AmeriCorps members helped staff provide a Dream Week Storytime on January 15, which had a total of 82 attendees.
- Lycoming College's Black Student Union came to Teen Fandom to elaborate on Lycoming College's offerings.
- On Saturday, March 2nd, programming staff are facilitating a Bluey & Bingo Party to celebrate Read Across America Week.

- Jacquie Weaver and Nicole Rader are collaborating to provide an Eclipse program for all ages at Memorial Park on April 8th.
- **Development, Marketing and Public Relations Director's Report – Dana Brigandi**
 - Dana Brigandi reports the following anticipated revenue-producing activities for Q1:
 - Summer Learning direct mail solicitation: \$12,000 expected
 - Summer Learning Corporate Sponsorships: \$15,000 expected
 - Summer Learning Small Business Sponsorships: \$3,000 expected
 - Emma Klopp has been hired as the Marketing and Development Assistant.
 - Brigandi and Amy Resh met with Mary Sieminski and Gary Parks at the Thomas Taber Museum to partner for a Frances Tipton Hunter Historical Marker event on Sunday, June 9.
 - Resh, Brigandi and Robbin Degeratu met with Rachelle Abbott of STEP and Dr. Betty McCall of Lycoming College to partner in the Lycoming County Community Needs Assessment.
 - The Library is registered for Raise the Region, which is March 13-14. The goal for 2024 is \$13,200, a 10% increase from 2023.
 - There were 8,020 in-person visits to the Library and 178 new library cards issued in January 2024.
 - Brigandi will be meeting with the Gala committee later in the month, incorporating attendee feedback, the event in 2024 will move to a sit down dinner with a virtual author visit. The fees for a virtual author are around \$5,000.

Committee Reports:

- Facilities Committee
 - Reviewed quotes for the following:
 - For the replacement of the basement windows and window wells, the committee recommends Master Contractors for a cost of \$37,360 with an additional \$2,155 to drill drainage holes.
 - John Confer motioned to approve the recommendation of hiring Master Contractors for the replacement of the window wells. Dr. Brooke Beiter seconded this motion. All in favor. Motion passed.
 - For the replacement of the sign on 4th Street, the committee recommends Abby Sign Co. for a cost of \$26,720.
 - Rick Mirabito motioned to approve the recommendation of hiring Abby Sign Co. for the replacement sign. Brette Confair seconded the motion. All in favor. Motion passed.

Old Business:

- None

New Business:

- None

Announcements:

- The LCLS Board Meeting has been rescheduled for February 20, 2024.

Rev. Kyle Murphy motioned to adjourn the meeting. John Confer seconded the motion. The public meeting was adjourned at 12:42pm by Brette Confair.

An executive session followed the public meeting.

Meetings dates for 2024: 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.