

**James V. Brown Board Meeting Minutes**  
**Thursday, March 21<sup>st</sup> at 12:00 pm**  
**In-person and zoom**

**Trustees Present:** John Confer, President; Brette Confair, Vice President; Rev. Kyle Murphy, Secretary; Dr. Brooke Beiter, Gloria Greevy, Rick Mirabito

**Trustees Absent:** Marshall Welch, Treasurer; Dr. Timothy Bowers, Mayor Derek Slaughter

**Trustee Emeriti Absent:** Thomas Burkholder, Trisha Gibbons Marty

**Guests Present Virtually:** Pat Crossley, Sun Gazette

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

The meeting was called to order by President John Confer at 12:02 pm.

**Mission Moment:** The February 10, 2024 meeting of the local SABR group was attended by 75 people. Gabe Sinicropi, Vice President of Marketing and Public Relations for the Williamsport Crosscutters, presented a program about baseball card collecting and shared some of his prized card collection with those in attendance.

**Minutes:** Rev. Kyle Murphy motioned to approve the February minutes. Rick Mirabito seconded the motion. All in favor. Motion passed.

**Treasurer's Report** - CFO/COO – Kristin Caringi

*Highlights:*

- The total cash as of February 29, 2024 was \$1,237,726.
- First quarter State Aid and CCA payments were received.
- The audit is going well, requests and information are being shared.
- The reference line item paid for District digital magazine and Overdrive costs which are higher than predicted last year. The Library has a new newspaper vendor this year. A budget adjustment for these costs will be made mid-year.
- Information Delivery Service (IDS) costs have gone up from ~\$13,000 in 2023 to ~\$17,000. This is the Library's District Interlibrary Loan (ILL) expense and budget adjustment will be made mid-year.
- The Local Grant Expense line item reflects the money spent using grant monies from Kiwanis and FCFP. Some items purchased for the Kiwanis grants from 2023 have been on back order.
- Rick Mirabito motioned to approve the Treasurer's Report. Dr. Brooke Beiter seconded the report. All in favor. Motion passed.
- The 2013 transit van sold for \$2,000.
  - Dr. Brooke Beiter motioned that the \$2,000 dollars be moved from the capital improvement fund to the vehicle replacement fund. Rev. Kyle Murphy seconded this motion. All in favor. Motion passed.
- The renewal of the In Balance lease was reviewed at the executive session in February 2023.
  - Rick Mirabito motioned to not renew the lease for In Balance. Rev. Kyle Murphy seconded the motion. All in favor. The motion passed.
  - Steps will be taken to notify the tenant that the lease will not be renewed at the end of November.

**Chief Executive Officer & Director's Report** – Amy Resh

*Full Report attached; Highlights include:*

- President John Confer brought a Wonder Book to the board meeting. These books have been very popular.
  - Amy shared a testimonial about a position young patron experience with these new books.
  - These new books have been promoted on social media.
- Emma Klopp was hired as the part-time Development and Marketing Assistant.

- There are two positions open and listed on the website currently, Public Service Assistant and Youth Outreach Professional.
- The window well project has begun and new windows will arrive and be installed soon.
- Communications with library staff have been streamlined with all updates included in one weekly email.
- Amy will be attending a three-day intensive Futures School training through the Office of Commonwealth Libraries, April 9-11.
- Doug Harkness is working with Amy to update the Internet Acceptable Use Policy in preparation for a potential shared LCLS policy.
- In honor of Read Across America Week, Nicole Rader and Robin Splain held a Bluey Party. The program generated so much interest a second one hour session was added to the schedule with 159 participants.
- Nicole Rader had a homeschool teen shadow her for a day as a teen librarian.
- In upcoming adult programming, the Library will be working with community partners M&T Bank, River Valley Transit and Lycoming College.
- Four mini grants from BLAST IU are partially funding four of the seven Remake Learning Events, May 2-22.
- Gratitude was expressed for Christ Episcopal Church for Books on the Bus with River Valley Transit.
- Dana Brigandi reports the following anticipated revenue for quarter 1; Summer Learning direct mail, Summer Learning Corporate Sponsorships, and Summer Learning Small Business Sponsorships all of which, Sponsor a Summer Learner.
- Raise the Region was March 13-14, the amount will be finalized by April's meeting.
  - A discussion followed regarding amount raised, other funding asks at this time, and having earned no new donors during this event over the last five years.
- The Gala Committee met on February 22 and March 19 to finalize a virtual author event at the Williamsport County Club. Gratitude was expressed to Stephanie Calder for her assistance in scheduling this event at the County Club.
- **Assistant Director's Report – Robbin Degeratu**
  - The Local History Materials Plan was presented by Robbin.
  - The Library is currently not able to provide the care needed to keep the collection in good condition for years to come. There are concerns about providing access to these materials including an ADA accessible, staffed reading room with an appropriate fire suppression system.
  - There are numerous organizations in the area that provide access to historical materials. Housing these materials is a duplication of services and does not support the Library's current mission.
  - Brette Confair motioned that the Library explore and investigate potential rehoming institutions for their ability to preserve and provide access to these materials as well as the potential divestiture documents required. Rev. Kyle Murphy seconded this motion. All approved. Motion passed.

#### **Committee Reports:**

- None

#### **Old Business:**

- None

#### **New Business:**

- Display, Posting, Distribution, and Table Policy, DRAFT has been reviewed and the final version will be on the April 18 Board Meeting Agenda.

#### **Announcements:**

- April 9<sup>th</sup> is the volunteer recognition event.
- The Friends of the Library is hosting a funding campaign.
- The Spring Friends of the Library book sale is on April 18 for Friends members, and is open to the public on the 19<sup>th</sup> and 20<sup>th</sup> at the Christ Episcopal Church.
- The LCLS library cards are now available to patrons.
  - Two LCLS member libraries have requested a shipment of 250 cards each.
- Rev. Kyle Murphy expressed gratitude for Robbin Degeratu's thorough research regarding the local history collection.

Rev. Kyle Murphy motioned to adjourn the meeting. Dr. Brooke Beiter seconded the motion. The public meeting was adjourned at 1:20 pm by John Confer.

An executive session followed the public meeting.

**Meetings dates for 2024: 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.*