

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

Trustees Present: John Confer, President; Brette Confair, Vice President; Marshall Welch, Treasurer; Rev. Kyle Murphy, Secretary; Dr. Timothy Bowers, Mayor Derek Slaughter, and Rick Mirabito

Trustees Present Virtually: Dr. Brooke Beiter, Gloria Greevy

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; Karen Confer, Human Resources & Fleet Director; Nina Riggle, Executive Assistant

The meeting was called to order by President John Confer at 12:03pm.

Mission Moment: On Saturday, May 11 from 10:30 - 1:00, the James V. Brown Library hosted a Kids Safe Symposium in partnership with Pennsylvania State Representative Jamie Flick and the Lycoming County Coroner's Office. Approximately, 37 children were fitted for bike helmets and there were 86 participants.

Minutes: Marshall Welch motioned to approve the April minutes. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- Total cash as of April 30, 2024 was \$1,301,720
- Total investments as of April 30, 2024 was \$7,312,814
- The second quarterly payment of State Aid from LCLS was received.
- Passports have generated \$42,182 which is in line with the income from 2023.
- The second audit payment has been made. There are a few final reports to finish the audit.
- Mayor Derek Slaughter motioned to approve the treasurer's report. Brette Confair seconded the motion. All in favor. Motion passed.
- A \$10,000 bequest was received. Rick Mirabito motioned to place this bequest into the unrestricted Capital Improvement Fund. Brette Confair seconded this motion. All in favor. Motion passed.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- An FCFP grant request was submitted to invest in a Story Walk in Young Woods Park. This is a self-guided, bilingual, outdoor story to engage children and families in a literacy activity.
- Gratitude was expressed to Valerie Fessler, the Grant Administrator for Williamsport.
- June Houghtaling applied for a professional development grant for the North Central Library District.
- The District Strategic Plan for service was approved.
- The window well project continues to progress.
- The electronic sign has been installed.
- The Meeting Room Use Policy and Unattended Minors Policy are being updated and reviewed.
- Rachel Donahue is the first staff member to use the new Public Service Staff training protocol.
- Robbin Degeratu and Courtney Schonewolf were accepted to co-present, "Blueprint for Excellence: Crafting an Effective Operations and Procedures Manual" at the Pennsylvania Library Association Annual Conference in October.
- Dana Brigandi will be presenting "Public Library Fundraising Made Easy!" at the Pennsylvania Library Association Annual Conference in October.
- Doug Harkness has prepared a recommendation for upgrading the phone system at the Library, including three vendor quotes. This quote will be submitted to the facilities committee for review in late May.

- Leslie Crooks and Andrew Brum are in the final stages of finalizing the summer schedules for Book's Bus and Bookmobile.
- Samantha Murch is no longer working at the Pine Creek LINK location, and there is no replacement at this time.
- Application for Storymobile are being reviewed.
- The Programming Staff facilitated 55 programs in April, with assistance partners including Lycoming College, The Alliance of Therapy Dogs, The Society of American Baseball Research (SABR), The Audubon Society, and Residential Hospice.
- The Library hosted four special presenters, including author Janint Mendoza Young, her first US library experience.
- Loyalsock School District brought 6th graders into the library for a tour and scavenger hunt.
- Summer Learning is fast approaching, and the Kickoff Event will be held on Saturday, June 15 10am-2pm.
- A list of the Summer Learning Corporate Sponsors for 2024 was shared.
- Raise the Region resulted in \$798.92 in stretch funds from FCFP, totaling \$10,866.05.
- **Human Resources & Fleet Director's Report** – Karen Confer
 - It is getting increasingly difficult to find qualified candidates for positions.
 - Full time jobs are easier to fill than part time jobs. Many people are also looking for a standard 9-5 position with no nights or weekends. Time requirements are now included with job postings.
 - The Library is offering competitive wages compared to other industries and among libraries.
 - Applicants don't always have the interpersonal or even alphabetizing skills necessary.
 - The Department of Labor announced it will be adjusting the salary rules for exempt employees. As of July 1, 2024 employees making less than \$43,888 will be entitled to overtime. As of January 1, 2025 employees making less than \$58,656 will be entitled to overtime. The salary qualification will increase every three years.
 - The US DEA is recommending changing the scheduling of marijuana from Schedule 1 to Schedule 3.
 - On April 23rd the Federal Trade Commission issued a rule that bans almost all new non-compete agreements. Non-compete agreements amount to illegal restraint of trade. Most non-profits are not regulated by the Federal Trade Commission.
 - The price of first class stamps will increase to 73 cents in July.
 - The Equal Employment Opportunity Commission will be giving further guidance and examples of unlawful workplace harassment.

Committee Reports:

- The Finance Committee met with Michael Bush and will give a full report at the next meeting.

Old Business:

- None

New Business:

- None

Friends of the James V. Brown Library Report:

- None

Announcements:

- Summer Learning giveaway were displayed and all items were offered to board member present.

The public meeting was adjourned at 12:45pm by John Confer.

Meetings dates for 2024: June 20, July 18, August 15, September 19, October 17, November 21, December 19

Minutes recorded and respectfully submitted by Nina Riggle.