

**James V. Brown Board Meeting Minutes**  
**Thursday, August 15<sup>th</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 Present Virtually:** Marshall Welch, Treasurer

**Trustees Absent:** 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 12:05pm.

**Mission Moment:** The Mini Comic Con and Cosplay Fest on July 20, 2024 brought in more than 80 people. The event featured local comic creators, vendors, a panel discussion, live stand-up comedy, and a photo booth.

**Minutes:** Gloria Greevy motioned to approve the June minutes. Rick Mirabito seconded the motion. All in favor. Motion passed.

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

*Highlights:*

- As of July 1<sup>st</sup> all JVB accounts through JSSB are earning 5% interest for the next 6 months.
- Total cash as of 7/31/24 was \$1,193,191.
- In July, the library received the 2024 distribution from the Wright Trust in the amount of \$27,952.
- Total investments as of 7/31/24 was \$7,782,700.
- The third payment was received from LCLS in July. The fourth payment will be received in October.
- Salaries and other accounts are aligned with the proposed budget.
- Rick Mirabito motioned to approve the treasurer's report. Dr. Brooke Beiter seconded the motion. All in favor. Motion passed.

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

*Full Report attached; Highlights include:*

- Kathleen Popowycz has been hired as the new Youth Outreach Professional. The Storymobile has the potential to be back on the road by the end of September.
- The Collections and Technical Services Director position is open and interviews will begin later in August.
- Gratitude was expressed to the board for the new window well drains in the vintage basement. The Library did not have leaks during the recent heavy rainfall. There was one leak in a room containing plants and the drains were cleared to solve the issue.
- The roof of the Welch wing has a few pin-hole leaks, Keith Bauer is seeking quotes to reseal the roof with a white epoxy coating.
- At the request of McHenry Township's Manager, the LINK Library at the municipal building has been closed. This area is being served with a Bookmobile route.
- Andrew Brum has been proactive in acquiring materials for Bookmobile patrons.
- Amy Resh attended five community events and met with four community partners.
- Amy Resh has permanent oversight of the Technology department and the Technical Services staff temporarily.
- The State Aid Subsidy Application for the "James V Brown Library" was submitted on July 19.
- Amy Resh will recap summer learning and highlight the System's increase in usage and patrons to the Lycoming County Commissioners' at their meeting on August 22.
- Wendy Durant is completing all cataloging, including original cataloging.

- Jen Heimback has officially reopened Interlibrary Loan.
- Doug Harkness is working with BLaST IU17 to plan the installation of the new phone system.
- The programming department facilitated 47 programs in June, partnering with 9 community organizations.
- There were 850 Adventure Passports handed out during Summer Learning.
- The Pool Party was rescheduled for Saturday August 10<sup>th</sup>. Thank you to Mayor Derek Slaughter for assisting in getting that event rescheduled.
- The Hiawatha Pirate Party has been rescheduled for Saturday, August 24<sup>th</sup> due to the remnants of Hurricane Debby. There will be four voyages and all seats are filled.
- JVBL rented out the CTL for The Lightning Thief and all seats were filled with patrons, for free.
- The Author Spotlight tickets have been selling well. Half of the fundraising goal has been met through ticket sales and sponsorships.
- Dana Brigandi is in the process of filing for many grants. She and Kristin Caringi attended a grant seminar with Senator Yaw's office at Lycoming College on August 6.
- Francis Tipton Hunter is being posthumously awarded the Williamsport Area School District Education Foundation's Distinguished Alumni Achievement Award on September 19<sup>th</sup>.
- Dana Brigandi has secured an \$11,000 gift to cover four years rental of 5 parking spaces from the Williamsport Parking Authority.
- Robbin Degeratu, Assistant Director's Report
  - Robbin Degeratu and Public Service Staff Member, Aria Meixel, have been reviewing the Polaris inventory to find local history materials that are missing from the physical collection and adding items that were not previously cataloged.
  - Robbin Degeratu has received a lot of positive responses from community partners regarding the distribution and rehoming of local history materials.
  - Robbin Degeratu met with Elaine Decker from the Lycoming County Genealogical Society (LCGS) in July to discuss collaborating and sharing materials to best support genealogical researchers.
  - Collaboration has led to ideas about a county-wide finding aid
  - There are 5 local organizations excited to receive materials from the JVBL local history collection; LCGS, the Taber Museum, Williamsport Area School District libraries, Lycoming County Law Library and Lycoming College.
  - Transfer lists are being created to support the relocation of these materials.
  - Robbin Degeratu is working with media to help educate the community about this process and an event is being planned to celebrate this community collaboration.
  - Rick Mirabito motioned to approve of the five organizations receiving these materials. Brette Confair seconded the motion. All in favor. Motion passed.

### **Committee Reports:**

- Facilities Committee – Kristin Caringi, on behalf of Marshall Welch
  - Dixon AC&R provided a quote to replace the AC unit of the Outreach, IT and Public Service Coordinator offices.
  - The Committee recommends that the board approve "Option 2" to replace the unit at the cost of \$14,255. The funds for this replacement will come out of the Capital Improvement Fund.
  - A discussion followed about the need for Committees to be presented quotes from at least two companies for any repair or replacement jobs at the Library.
  - Rick Mirabito motioned to approve the Facilities Committee's recommendation to hire Dixon AC&R to replace the AC unit with the use of Capital Improvement Funds. Dr. Brooke Beiter seconded this motion. All in favor. Motion passed.
- Finance Committee – Kristin Caringi, on behalf of Marshall Welch
  - A proposed revision of the 2024 Capital Improvement Fund and the General Fund budgets were provided in the board packet.
  - Overall, there is a less than 2% change in the budget.
  - Rev. Kyle Murphy motioned to approve the revised 2024 budget. Gloria Greevy seconded the motion. All in favor. Motion passed.

### **Old Business:**

- Long Range Plan – Update
  - Board members were provided a copy of the Long Range Plan with progress updates.

- Amy Resh will continue to provide updates twice each year.
- Meeting Room Policy – FINAL
- Unattended Child Policy – FINAL
  - Rick Mirabito motioned to approve the Meeting Room Policy and the Unattended Child Policy. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed.

**New Business:**

- Investment Policy
  - The Investment Policy has been updated as part of the Long Range Plan.
  - The entire policy was rewritten to remove excess details, allowing for more flexibility.
  - A discussion followed with regards to language used within the policy.
  - A recommendation was made to ensure the Investment Policy is reviewed by Treasurer, Marshall Welch.
  - Edits will be sent to the full board.

**Friends of the James V. Brown Library Report:**

- The Friends Book Drop is taking place on September 12, 2024.
- Trivia Night at Rosko's is taking place on August 31, 2024. This is a family-friendly event, complete with food trucks.
- The Friends Book Sale is taking place September 26-28.

**Announcements:**

- None

Dr. Brook Beiter motioned to adjourn the meeting. Brette Confair seconded the motion. All in favor. Motion passed. The public meeting was adjourned at 1:16pm by John Confer.

**Meetings dates for 2024: September 19, October 17, November 21, December 19**

*Minutes recorded and respectfully submitted by Nina Riggle.*