

James V. Brown Board Meeting Minutes
Thursday, September 19th at 12:00 pm
In-person and zoom

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

Trustees Present Virtually: Marshall Welch, Treasurer; Dr. Brooke Beiter, Dr. Timothy Bowers, Gloria Greevy

Trustees Absent: Mayor Derek Slaughter

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

Guests Present: Shelby Weber, Friends of the James V. Brown Library

Guests Present Virtually: Stacey Mooney, Sayre Public Library

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

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

Mission Moment: On September 10th, Chef Paul Mach gave a cooking lesson and demonstration to the Cookbook Club. Thirty-one participants observed Chef Mach preparing the dish, learning how to prepare vegetable stock and more.

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

Correspondence: None

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- Total cash as of August 31, 2024 was \$1,575,377.
- The Merrill Lynch endowment is \$6,813,393 with is up ~\$941,000 from 2023.
- District Aid will be received soon, half of the amount received will be deferred to 2025.
- The final LCLS county aid payment will be received in October.
- Passport revenue for January through August was \$67,620.
- Rick Mirabito motioned to approve the treasurer's report. Marshall Welch seconded the motion. All in favor. Motion passed.
- The 2023 audited financial statements are available for review. Marshall Welch, the Chair of the Finance Committee, inquired about an audit presentation to the full board. Rick Mirabito noted that this would be particularly valuable for new board members who may not have had prior exposure to such information. John Compton of Baker Tilly will present the audit to the full board in October.

Committee Reports:

- None

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- An offer has been made to the candidate for the Collections & Technical Service Director position. The candidate would be relocating from another state if they accept.
- Final interviews for the Programming Assistant role will happen on Friday, September 20.
- Dixon installed a Mitsubishi dual-head mini split unit with a new line hide. For continuity, Dixon installed two other line hides on the existing lines. Dixon donated the new line hides, saving the Library \$1,600.
- Keith Bauer installed new stair treads at the State Street entrance.

- The Williamsport Parking Authority installed the signage for the new spots. Gratitude was expressed for the Parking Authority and the anonymous donor who paid for the cost of the spots for the next five years.
- New navigation kiosks will be added to the Libraries four entrances. The kiosks will display an interactive library map webpage.
- Amy Resh attended several community meetings including a Morning Member Connection with U.S. Congressman Dan Meuser and the Williamsport/Lycoming Chamber of Commerce. Together with Dana Brigandi, they secured a Letter of Support from Meuser's office for the IMLS Medal of Honor, an award given to 5 libraries nationwide. Additionally, the Library received letters of support from both of Pennsylvania's Senators, Casey and Fetterman.
- Amy Resh presented at the Lycoming County Commissioners' meeting on August 22.
- Employee self-reviews and evaluations are underway. A timeline was included in the board packet. Salary recommendations will be available for board review in November ahead of the December board meeting budget review.
- The Student Study Room, a new reservable study space on the second floor of the Welch Wing, will be available for K-12 students by the end of September.
- A new cabinet has been added to the Local History Balcony to accommodate the Francis Tipton Hunter ephemera.
- In August, the Public Service Team completed several collection projects, including withdrawing damaged Storymobile items and sorting thousands of donated DVDs.
- Doug Harkness is working with BLaST IU 17 on the installation of the new phone system.
- Kudos was given to the programming staff for issuing 850 Adventure Passports, holding 175 programs for 4,059 attendees from June through August. The Library partnered with 15 community organizations throughout the summer.
- September brings nine adult programs including Medicare 101 with STEP and the rescheduled LCLS Family Nature Adventure. The programming department is looking forward to big things this fall, including a hayride through Wildwood Cemetery and the second Lunch and Learn with Dr. Nate Woods of Pennsylvania College of Technology.
- John Confer complimented the presentation that Amy Resh gave to the Commissioners' stating that bringing 2 patrons, Karl Fry and Josh Mozug, with her was impactful.
- Dana Brigandi, Development, Marketing and Public Relationships Director's Report
 - The Author Spotlight sponsorship and ticket sales have brought in \$30,650. There are 65 tickets available. The capacity of the Williamsport County Club is 216. The Author Spotlight has many great packages available for auction.
 - Two grants were received to support two Story Walks; one at Youngs Woods Park in Williamsport and one at Trout Run Park, for LCLS.
 - Merchandise sales have brought in \$478. The signature scent candle from Miles Welby with notes of rose, vanilla and sandalwood has been a top seller.
 - An application has been submitted for the Institute of Library and Museum Sciences National Medal award which included letters of support from U.S. Sen. Meuser, U.S. Sen. Casey, U.S. Sen. Fetterman, Rep. Jamie Flick, the Lycoming County Commissioners, and Jason Fink from the Williamsport/Lycoming Chamber of Commerce.
 - The Medal of Honor will be awarded in March-April of 2025.
 - Ken Sawyer is featured on the Mayor's billboard in support of National Library Card Sign-Up Month.
 - The Library sponsored the bottom portion of the Williamsport Business Association's (WBA) September rack card; sharing our events and also promoting Library Card Sign-Up Month.
 - A reception for the Benjamin Franklin Society of donors is being planned for Thursday, November 7th from 4-6pm. DiSalvo's has donated the space for this event.
 - Dana Brigandi shared two marketing pieces at the meeting; the WBA rack card and a new self-guided tour brochure.
 - Rick Mirabito complimented the self-guided tour brochure.
- A conversation followed about James V. Brown library card holder numbers and Hoopla usage. Rick Mirabito suggested a possible award for patrons who saved the most money using their library card.

Old Business:

- Investment Policy – FINAL

- A handout of the edits made by Marshall Welch were shared in-person. The final version of the policy was included in the board packet.
- Brette Confair motioned to approve the Investment Policy. Rick Mirabito seconded the motion. All approved. Motion carried.

New Business:

- None

Friends of the James V. Brown Library Report – Shelby Weber

- The Friends of the James V. Brown Library book sale is next week, September 26th-28th.
- At the end of August the Friends of the James V. Brown Library have approximately \$77,000 in their budget.
- The book store makes an income of ~\$1000/month.
- Amy Resh expressed gratitude for the Friends continued support of library services.
- An inquiry was made about the number of members. Shelby Weber stated that there are 18 board members and will bring the number of members with her next month.

Announcements:

- None

John Confer adjourned the public meeting at 12:40pm.

An executive session followed the public meeting.

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

Meeting dates for 2025: January 16, February 20, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20, and December 18

Minutes recorded and respectfully submitted by Nina Riggle.