

James V. Brown Board Meeting Minutes
Thursday, November 21st at 12:00 pm
In-person and zoom

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

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

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

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

Guest Present Virtually: Kristen Larson, Leadership Lycoming

Library Staff Present: Amy Resh, Chief Executive Officer & Director; Kristin Caringi, Chief Financial Officer; Robbin Degeratu, Assistant Director; Nicole Rader, Programming & Youth Services Director; Nina Riggle, Executive Assistant to the CEO

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

Mission Moment: Introduction to Tarot was a multi-week adult class program developed in response to patron requests for more programs on spirituality. The class had a waitlist and will be repeated in the future. A discussion followed regarding the Wildwood Cemetery tours that have received a lot of positive feedback from the public.

Minutes: Rick Mirabito motioned to approve the October 2024 minutes. Brette Confair seconded the motion. All in favor. Motion passed.

Committee Reports:

Facilities Committee: Kristin Caringi

- The roof of the Welch Children's Wing needs replacement.
 - The Facilities Committee recommends coating the roof instead of a full replacement.
- Positive references were received for XW Construction, LLC.
- The Facilities Committee recommends the Library move forward with the \$56,592.79 project with XW Construction to recoat the roof of the Welch Children's Wing.
- This project will be completed in the Spring of 2025 and a \$5,000 deposit is required to hold the quoted price for the project.
 - The Finance Committee recommends that this money come from the unrestricted Capital Improvement Fund.
- The coating will last approximately 18 years with a maintenance plan that includes an annual inspection at \$657/year, which will be budgeted annually in the general fund.
- Rev. Kyle Murphy motioned that the Library contract XW Construction, LLC. to recoat the roof of the Welch Children's wing using money from the Capital Improvement Fund for the deposit. Brette Confair seconded the motion. All in favor. Motion passed.

Finance Committee: Kristin Caringi

- The Library received a bequest from the Skiles and Shell's Trust which the Finance Committee recommends the bequest be deposited into the Merrill Lynch Endowment.
- Rick Mirabito motioned to deposit the bequest into the endowment. Brette Confair seconded the motion. All in favor. Motion passed.
- The Finance Committee recommends that a sub-account be created within the endowment fund for building maintenance.
- The committee has earmarked \$350,000 for the endowment. \$250,000 would go into general endowment and \$100,000 would be set aside in the building sub-account.

- A discussion ensued about the idea that this separate fund or sub-account will attract donors interested in preserving historic buildings in Williamsport, especially with the 125th anniversary of the James V. Brown Library upcoming.
- Brette Confair motioned to move \$350,000 into the endowment and to set up the sub-account within the endowment for the building. Depositing \$100,000 of the \$350,000 into the building sub-account and \$250,000 into the general endowment. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- Total cash as of October 31, 2024, was \$1,621,133.
- Total investments were at \$7,999,264.
- Woodlands Bank confirmed that the Kane Trust disbursement will be sent out in mid-December.
- The final aid payment from LCLS was received in October.
- Passport revenue for January through September was \$74,380.
- The Library is on track to spend 12% on materials.
- There was a brief discussion regarding the line items which include materials.
- An update on the Capital Improvement Fund Budget versus Actual was shared with the Board of Trustees.
- Rick Mirabito motioned to approve the treasurer's report. Brette Confair seconded the motion. All in favor. Motion passed.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- Marci Hubler, the Collections and Technical Services Director started on November 11, 2024.
- Gratitude was expressed to Robbin Degeratu for getting the Library caught up on spending in the collection development.
- The rotunda glass will be cleaned on December 17 & 18.
- The Leadership Lycoming 2025 class volunteered to help decorate the Library for the holiday season.
- Gratitude was expressed to Keith Bauer and his staff for keeping the Library looking great.
- Shelves will be gathered from the closing LINK Library in McHenry Township, beginning the implementation of the library building adjustment.
- Amy Resh attended or visited many community events, including but not limited to the Lycoming County Commissioners meetings and the Morning Member Connection with Senator Yaw and Representatives Flick and Hamm. Representative Flick recently showcased teen programming at the Library in his weekly newsletter.
- Gratitude was expressed for the Friends of the Library in their financial support of the Library's new friend-raising event in Spring 2025.
- The James V. Brown 2023 990 has been e-filed.
- The plan for State Aid has been approved by the Office of Commonwealth Libraries.
- Reference question sampling took place in November.
- October saw a 27% increase in new passport applications, the increased numbers are expected to continue into December.
- New adult Wonderbooks have arrived and are being cataloged for patron usage.
- Doug Harkness and Keith Bauer have installed navigation kiosks at all exterior entrances with heavy usage as patrons find their way through the Library.
- Annual Fund letters were mailed on November 12.
- EITC funds continue coming in with another \$5,000 being received recently.
- The donor event at DiSalvo's on November 7 was well received.
- The Author Spotlight brought in \$31,135. This number is lower than 2023 with fewer of the larger silent auction items. Book sales were also down this year.
- A thorough discussion about the Author Spotlight and future of fundraising followed.
- Nicole Rader, Programming and Youth Services Director's Report
 - The programming department hosted 54 programs in October with 8 programs being held off-site.
 - December will see fewer programs as the team prepares for 2025.
 - The programming team continues to build relationships with community partners.

- On January 25, students from Lycoming College will assist with programming activities for children, families and adults.
- Sheila Howarth has planned a new bilingual story-time program.
- Jacquie Weaver has developed an environmental program with Julie Hulslander, children and teens will have a chance to learn more about recycling and ecology while creating posters to be displayed in the community.
- New adult programs include Chill Out, and a Romance Book Club. The Plot Twisters program is being continued.
- The programming team is developing community partners to assist with literacy education in both English and Spanish.
- Programs to support financial literacy are being developed for all ages.

Friends of James V. Brown Library Report – Shelby Weber

- Gratitude was expressed to Amy for the idea of the Friends-raiser. Shelby is thrilled and looking forward to heading up the group developing this project.

Announcements:

- None

John Confer adjourned the public meeting at 1:01pm.

An executive session followed the public meeting.

Meetings dates for 2024: December 19

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

Minutes recorded and respectfully submitted by Nina Riggle.