

**James V. Brown Board Meeting Minutes**  
**Thursday, December 19<sup>th</sup> at 12:00 pm**  
**In-person and zoom**

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

**Trustees Present Virtually:** Brette Confair, Vice President

**Trustees Absent:** Marshall Welch, Treasurer; Mayor Derek Slaughter

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

**Guest Present Virtually:** Pat Crossley

**Library Staff Present:** Amy Resh, Chief Executive Officer & Director; Kristin Caringi, Chief Financial Officer; Robbin Degeratu, Assistant Director; Dana Brigandi, Development, Marketing, & PR Director; Nina Riggle, Executive Assistant to the CEO

The meeting was called to order by President John Confer at 12:01pm.

**Mission Moment:** Bubble, Fizz, Pop is a STEM-based program funded by EITC. The programs focused on exploring the human body through observation and research. Jacquie Weaver collaborated with a local nurse and a YMCA yoga instructor for this program. Their final projects, a research project poster, were displayed in the children's area of the Library. Students made thank you cards for the volunteer teachers.

**Minutes:** Rick Mirabito motioned to approve the November 2024 minutes. Gloria Greevy seconded the motion. All in favor. Motion passed.

**Committee Reports:**

• **Finance Committee:**

- The Library is receiving a slight increase in State Aid.
- There are 27 payrolls in 2025 creating an increase in that salary line item.
- There has been a 15% increase in utility costs.
- The projected dividend income for Merrill Lynch will cover the 2025 withdrawal from the endowment.
- A discussion followed about the cut in county funding to the System which is distributed to all member libraries.
- Rev. Kyle Murphy motioned to approved the 2025 budget. Dr. Timothy Bowers seconded the motion. All in favor. Motion passed.

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

*Highlights:*

- Total cash as of November 30, 2024 was \$1,457,063.
- The Merrill Lynch investment total as of November 30 does not include the addition of the \$350,000 transfer.
- Total investments as of November 30, 2024 was \$8,315,538.
- Our bank account(s) will continue to receive the 4.75% interest rate until June.
- Passport income is up to \$86,000.
- A disbursement from the Kane Trust, in the amount of \$15,000 was received.
- Previously approved Skiles bequest transferred to the endowment at Merrill Lynch.
- Dr. Brooke Beiter motioned to approve the treasurer's report. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed.

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

*Full Report attached; Highlights include:*

- Natalie Griffin, from Public Services resigned in November. The position has been listed in the Webb Weekly. The Library has not received any applicants.
- The Pine Creek LINK library location has been cleared out and the shelving from that location will be installed in the third-floor space across from the business office. Amy Resh informed the Lycoming County Commissioners of the closure and the new Bookmobile service being offered in this area.
- Amy Resh attended the Friends of the Library monthly meeting and book review. This month's review was a holiday celebration featuring the band, The Encores. Resh also attended the Ronald McDonald House fundraiser, the LCLS Board Meeting, presented at the Lycoming County Commissioners meeting and attended a Finance Committee meeting.
- The Library's Inclement Weather Guidelines are being updated.
- The Administrative Team is finalizing the Managing Librarian Procedure.
- The Lycoming County Library System will be hosting the Friends and Trustees Institute on March 15<sup>th</sup> at the James V. Brown Library.
- Public Service is being supported with assistance from across the library during the holidays and the vacancy of one staff member.
- Materials are being shifted in the third-floor vintage area to enhance patron experience.
- Guidelines are being created for managing lost and found items.
- Wi-Fi Hotspot Rental Guidelines and Procedures have been updated.
- Robbin Degeratu met with the Lycoming County Genealogical Society to discuss next steps in the Local History and Genealogy Collections Project.
- November 2024 saw a 44% increase in new passport applications and 48 passport renewals.
- A new genre label has been designed for Wonderbooks. The Wonderbooks collection has been expanded to include tweens, young adults, and adults.
- The video game collection has expanded to include Xbox One and Xbox Series X games.
- Doug Harkness will be filing for erate category 2 to replace existing network equipment.
- A cloud-based web content filter called Safe DNS will be purchased for LCLS. Content filters are required as part of CIPA.
- Forty-four programs were hosted at the Library in November.
- The programming staff has begun planning for Summer Learning 2025.
- The Mocktails and Monet program has returned and there was a cookie decorating class with local business, Sweetie Pi Confections.
- Dana Brigandi, Development, Marketing & Public Relations Director
  - EITC funding is up to \$27,500 with a 2024 goal of \$20,000.
  - Giving Tuesday brought in \$870.
  - Several donors who attended the Donor Appreciation event in November have increased their donations.
  - A donor donated the funds for 5 additional parking spaces. Kristin Caringi is working with the Williamsport Parking Authority to secure those spots in 2025.
  - Fundraising events for 2025 include:
    - Raise the Region with the focus being on raising funds for recoating the Welch wing roof.
    - Tria Prima Tea Party in the spring.
    - Sips and Stories Friend-raiser at New Trail Brewery in May.
    - Boots, Brews & BBQ in July at Herman and Luther's.
    - Library Gala in October.
  - Brooke Beiter asked if there could be a tie-in with the Williamsport Symphony Orchestra's, Strolling Strings with regards to the potential author of the Library Gala.
  - Rev. Kyle Murphy appreciates the effort to try new things to attract a new demographic of donors.
  - John Confer inquired about a discount regarding the cost of hosting an event at Herman and Luther's. Additionally, Confer suggested working with Leadership Lycoming for events, like the one at Herman and Luther's could be beneficial.

## **New Business**

- Approval of the 2025 closure dates
  - All staff attend the JVB training events and staff meetings. The State Statute requires all employees working more than 20 hours per week to participate in 3 hours of continuing education annually. These events help the Library meet those requirements.
  - All early closures are being moved to 3pm, for consistency.

- Rev. Kyle Murphy motioned to approve the 2025 closure dates. Rick Mirabito seconded the motion. All in favor. Motion passed.
- Review of the 2025 board meeting dates
  - The June 19<sup>th</sup> board meeting has been canceled due to Library closure for Juneteenth.
  - Gloria Greevy motioned to approve the adjustment in the Board Meeting dates. Rick Mirabito seconded the motion. All in favor. Motion passed.

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

- None

**Announcements:**

- Congratulations to Dr. Brooke Beiter on her new position.

John Confer adjourned the public meeting at 12:48pm.

An executive session followed the public meeting.

**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.*