

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

Trustees Present: Brette Confair, Vice President; Rev. Kyle Murphy, Secretary; Dr. Brooke Beiter, Rick Mirabito

Trustees Present Virtually: John Confer, President

Trustees Absent: Marshall Welch, Treasurer; Dr. Timothy Bowers, Gloria Greevy, Mayor Derek Slaughter

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

Guest Present: Shelby Weber, Friends of the James V. Brown Library; Susan Yost, Leadership Lycoming

Guest Present Virtually: Pat Crossley

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

The meeting was called to order by Vice President Brette Confair at 12:00pm.

Mission Moment: Connections Club is a monthly program for adults with diverse abilities. At the January session, participants learned about Pennsylvania wildlife and created bird feeders. Held the first Monday of each month, the reimagined program has seen attendance double to 20 adults and their caregivers.

Minutes: Reverend Kyle Murphy motioned to approve the December 2024 minutes. Dr. Brooke Beiter seconded the motion. All in favor. Motion passed.

Committee Reports:

- 2025 Committee Appointments list was presented. If changes are needed, please contact Amy Resh.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- The total cash and investments are as reported in the board packet.
- The Library closed 2024 under budget.
- The Library received their first LCLS aid payment.
- Rick Mirabito motioned to approve the treasurer's report. Reverend Kyle Murphy seconded the motion. All in favor. Motion passed.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- Interviews are being held for the Public Service Assistant position.
- The Transit van and Storymobile had repairs.
- Keith Bauer and Brian Moser are installing shelving in the third-floor space across from the business office.
- The Rotunda will be closed on January 28 to clean the inside of the glass.
- Amy Resh attended the Friends of the Library monthly meeting.
- The Library's Inclement Weather Guidelines were updated.
- The Administrative staff will begin gathering data for the state annual report and the 2024 audit fieldwork.
- Amy Resh will be scheduling one-on-one meetings with each trustee.
- Amy Resh will be presenting at the City of Williamsport Council Meeting on January 30.
- In December, Library staff executed 142 new passports and 46 passport renewals.
- Robbin Degeratu and Doug Harkness will be working with Advantage Archives to address maintenance issues impacting the Library's local history research databases.
- The Yearbook Collection is being relabeled to ease patron access. Shelf talkers are being created with school colors.

- Cultural kits have been cataloged by Marci Hubler and processed for the Youth Service collection. This project was supported by a grant received in 2021.
- The Library's new self-checkout kiosk has been installed in the Children's Wing. This will help the patron experience during times when the Children's desk is closed.
- There were 33 programs in December, including collaborations with Williamsport Fire Inspector Stephan Yokin and AIDS Resource Center.
- New programs include Bilingual Storytime, Chill Out and the Hot Takes Book Club.
- AmeriCorps will be partnering with the Library for Martin Luther King Jr. Day activities on January 20th.
- Additional partnerships with Weis and BLaST IU will develop programs to support Health Literacy and English as a second Language.
- 2025 Summer Learning Program Kickoff date is Saturday, June 14th and will end on August 9th.
- Gratitude was expressed to the Friends of the James V. Brown Library for gifting each Summer Learning participant a free book.
- The 2024 Annual Fund brought in \$86,243.18, exceeding the \$85,000 goal. Total fundraising in 2024 was \$301,597.24.
- The Library Gala will be held on October 9th, the speaker will be Brenden Slocum who has a new book being released in May, *The Dark Maestro*.
- Additional fundraising events include a Tea Party in April with *The Tria Prima*; Sips and Stories, a Friendraiser at New Trail Brewing; and Boots Brews and BBQ in July at Herman and Luther's.
- 2024 saw an increase in foot traffic, WiFi usage and electronic checkouts, while physical checkouts were down a bit from 2023.
- 2024 Year in Review – Amy Resh
 - Last year was full of significant change and innovation with a number of new community partnerships helping patrons make connections beyond the walls of the Library.

New Business

- Amended 2025 early closure date
 - Due to the dates of the PaLA Conference the date of the October staff meeting needs to be rescheduled for October 29, 2025.
 - Reverend Kyle Murphy motioned to approval the early closure of the Library of October 29, 2025. Rick Mirabito seconded the motion. All in favor. Motion passed.
- Long Range Plan Bi-Yearly Update
 - The full updates were included in the board packet.
 - All goals for 2024 were met. Work has begun on several future goals.

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

- Shelby Weber shared the current Friends of the James V. Brown Library cash balance.
- The 2025 budget has been voted on. They will be operating on a deficit spending budget.
- There is excitement in planning the Volunteer Appreciation Event as well as the Friendraiser.
- The Friends are creating new committees this year.
- Shelby Weber plans to continue attending James V. Brown Board Meetings in 2025. Deb Goff may attend when Weber is unavailable.

Announcements:

- Rick Mirabito would like to see us develop symbiotic relationships with municipal leaders, bringing them face-to-face with constituents.

Brette Confair adjourned the public meeting at 12:53pm.

Meeting dates for 2025: 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.