

James V. Brown Board Meeting Minutes
Thursday, February 20th at 12:00 pm
In-person and zoom

Trustees Present: John Confer, President; Brette Confair, Vice President; Rev. Kyle Murphy, Secretary; Dr. Timothy Bowers, Gloria Greevy, Rick Mirabito, Mayor Derek Slaughter

Trustees Present Virtually: Marshall Welch, Treasurer; Dr. Brooke Beiter

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

Guest Present Virtually: Nicole Klees, Leadership Lycoming

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

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

Mission Moment: Bilingual Story Time welcomes families to listen to stories, sing songs, play and make friends while learning and practicing English and Spanish. Due to the inclement weather this program is growing in numbers each month.

Minutes: Rick Mirabito motioned to approve the January 2025 minutes. Brette Confair seconded the motion. All in favor. Motion passed.

Committee Reports:

- An Ad Hoc Committee was formed to review the bylaws, members include John Confer, Brette Confair, Marshall Welch, and Rick Mirabito.

Treasurer's Report - CFO/COO – Amy Resh

Highlights:

- The Library has received the first quarter state and county aid payment.
- Fifty percent of the district aid has been received.
- Spending is in line with the project budget in order to spend our required 12% on materials.
- Bulk postage has been paid for in advance.
- Mayor Derek Slaughter motioned to approve the treasurer's report. Gloria Greevy seconded the motion. All in favor. Motion passed.

John Confer expressed gratitude for the full quorum. Thank you all for your attendance at the James V. Brown Library board meetings. Your dedication supports our Library and the community beyond.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- Krysta Norland began working as a Public Service Assistant. Once she is fully trained in Polaris, she will begin her passport training.
- Meixel Electric completed the LED lighting conversion in the main circulation area during staff development on February 5, 2025.
- Quotes are being gathered for window cleaning in the early summer.
- A quote has been received to move fiction books from the basement to the fourth floor. Another quote is being sought.
 - Library moving companies are preferred for this move as they know how to move book collection with minimal disorganization.
- A facilities committee meeting will be held when all quotes have been received.
- Amy Resh attended the Friends of the James V. Brown Library monthly meeting, presented at City Council, trustee one-on-one meetings are continuing.
- The 2024 Annual Report has been completed.
- Karen Confer has attended multiple training classes regarding changes in presidential Executive Orders.

- Amy Resh will present at the Lycoming County Commissioners meeting on March 6.
- Amy Resh will be hosting the Regional Superintendents meeting in March.
- Amy Resh is attending the Women's Empowerment Conference sponsored by YWCA at Penn College.
- Amy Resh and Kristin Caringi are meeting with the Libraries JSSB representative.
- The Library's annual Passport Recertification packet was submitted to the U.S. State Department.
 - January saw a 22% increase in issuing new passports in January, compared to 2024.
- Robbin Degeratu & Doug Harkness are continuing work with Advantage Archive to address issues with digital materials and importance ease of searching.
- Staff have been weeding the travel collection.
 - Annually 3% of the collection is weeded from the collection.
 - Damaged items are disposed. Items that have no damage are donated to the Friends of the Library.
 - Weeding is done on a schedule based on the collection.
- The technical services staff are replacing green dot stickers and adding these stickers to all new materials.
- Doug Harkness filed the E-Rate Form 470 for Category 2 and is obtaining quotes for an internal network upgrade.
- The Polaris ILS will be upgraded on March 4. Doug Harkness will be supporting Marci Hubler through the upgrade. Upgrades to Polaris happen two to four times per year.
- The final dates for the full year of fundraisers has been set.
 - March 12&13 - Raise the Region
 - April 5 - "Full of Flowers" High Tea Party in the Lowry Room from 1-3pm
 - May 17 - "Sips and Stories" Friendraiser at New Trail Brewery from 12-6pm
 - July 10 - "Boots, Brews and BBQ" at Herman and Luthers
 - October 9 - Library Gala at the Williamsport Country Club
- Programming & Youth Services – Nicole Rader
 - Upcoming Events:
 - A Resource Fair will take place in the Lowry Room on February 25 in partnership with 19 community organizations to provide resources for those in the community experiencing crisis.
 - Supermarket Challenge, developed by Sheila Howarth and Jacquie Weaver in partnership with Weis Market and M&T Bank.
 - Remake Learning takes place May 1-23. The Library's programming staff will be hosting 9 events including partnerships with Lycoming County Audubon Society and the PA Game Commission.
 - Summer Learning is being planned with the theme of Color Our World.
 - June 14th is the kick-off for Summer Learning with Susquehanna Art Museum on Wheels the VanGo!
 - Move & Groove Park Tours are returning.
 - There will be partnerships with PA Game Commission, Rider Park, and Penn College's Art Gallery.
 - August 9th is the Summer Learning Finale.
 - Solicitation for Sponsor a Summer Learner will be mailed in March.

New Business

- Board Resolution for the Waiver of District Aid Standards
 - BE IT RESOLVED that the Board of Directors of James V. Brown Library requests a waiver of district aid standards for the fiscal year 2023-2024.
 - Rev. Kyle Murphy motioned to accept the waiver of district aid standards. Brette Confair seconded the motion. All in favor. Motion passed.

Friends of the James V. Brown Library Report

- Amy Resh shared that the fall book sale dates are being finalized.
- No additional report

Announcements:

- None

John Confer adjourned the public meeting at 12:35pm.

Meeting dates for 2025: 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.