

James V. Brown Board Meeting Minutes
Thursday, April 17th at 12:00 pm
In-person and zoom

Trustees Present: John Confer, President; Brette Confair, Vice President; Dr. Timothy Bowers, Gloria Greevy

Trustees Present Virtually: Marshall Welch, Treasurer; Rick Mirabito

Trustee Absent: Dr. Brooke Beiter, Mayor Derek Slaughter

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

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

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

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

Mission Moment: The first 2025 LCLS shared event took place on March 13, the Lion King: Kids at the Community Theater League. 168 library patrons attended this show performed by the local Penguin Project.

Minutes: Gloria Greevy motioned to approve the March 2025 minutes. Brette Confair seconded the motion. All in favor. Motion passed.

Committee Reports:

- The Bylaws Committee met on April 3, 2025.
- Some suggested changes have been made to the bylaws.
- John Confer made another suggested change to the bylaws, specific to appointed members of the board (rector of Christ Episcopal Church, superintendent of Williamsport School District, and the Mayor of the City of Williamsport).
- There was a brief discussion about where this addition to the bylaws would be made.
- Language will be drafted and shared with the committee. After committee approval, the final draft of the bylaws will be shared with the board. Amendments to the bylaws need to be given to the board for review at least 30 days prior to approval.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- Total cash as of March 31, 2025 was \$774,118.
- Total investments as of March 31, 2025 was \$8,515,398.
- Passports brought in \$36,175 through the end of March 2025.
- Salaries are on track for the year.
- The Capital Improvement Fund through March of 2025 was included in the board packet.
- Dr. Tim Bowers motioned to approve the Treasurer's Report. Rick Mirabito seconded the motion. All in favor. Motion passed.
- The Jersey Shore State Bank is no longer offering sweep accounts. The Library's sweep account is being changed to a savings account.
 - Signers will receive a docu sign email from Jersey Shore State Bank.
- Dr. Timothy Bowers made a motion to pay \$12,000 from the capital improvement fund unrestricted account for the first payment of the roof project. Brette Confair seconded the motion. All in favor. Motion passed.
- Brette Confair motioned to move \$39,592.79 from the general fund to the capital improvement fund unrestricted account to pay the balance on the roof project. Dr. Timothy Bowers seconded the motion.
 - The construction on the roof will begin at the end of April or the beginning of May, depending on weather. The project will take approximately one week.
 - All in favor. Motion passed.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- The part-time Public Service Assistant position has been posted; interviews in late April.
- The Storymobile roof was repaired in-house, the Books' Bus is at Woods Repair awaiting parts, fiction materials will be unavailable April 28–May 2 during shelving moves, and a new Lowry Room projector was installed on April 11.
- Amy Resh attended several meetings and events between March 15 and April 14, including the Friends and Trustees Institute, Lycoming County Library System meetings, and the Bureau of Library Development Statewide Gathering.
- The Library met all standards for excellence aid, is planning a new memorandum of understanding for LINK Library service, will close early for a staff meeting on April 23, and expects to complete the 2024 audit by May 1.
- Staff are distributing information about the county-wide broadband survey, updating procedures, beginning collection weeding and shelf reading, conducting reference question sampling, revising guidelines for clarity, and coordinating the transfer of local history materials to the Lycoming County Genealogical Society.
- Wendy Durant and Marci Hubler are setting up a new Ingram account, Jen Heimbach is coordinating the shipping transition from UPS to FedEx, and Doug Harkness submitted an E-Rate application to replace the library's technology infrastructure.
- In March, the Programming Department hosted 70 sessions, concluded its Environmental Activism Programs with participant posters displayed locally, launched financial literacy programs for April, and secured \$1,150 in mini-awards from BLAST IU for Remake Learning Events.
- Upcoming fundraising events include Sips and Stories on May 17, Boots, Brews & BBQ on July 10, and the Library Gala on October 9, with Save the Dates going out soon. The April 5 tea party raised \$700, the Summer Learning sponsorship appeal has reached 50% of its goal, and the roof campaign mailing is set to arrive May 1.
- The 2024 James V. Brown Library [Impact Report](#) and the Lycoming County Library System 2024 [Annual Review](#) were shared with board members present in person. These items are also available on the Library and the System websites.

New Business

- None

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

- The Friends of the James V. Brown Library Book Store made over \$2,000 in March, the store's best month ever.
- Their current balance is \$66,499.77.
- Memberships are doing well. In March there were 143 membership sign-ups, including 9 new members, for a total of \$18,990 in membership fees.
- The Book Sale will take place Thursday, April 24-26 at Christ Episcopal Church.

Announcements:

- None

John Confer adjourned the public meeting at 12:36pm.

An executive session followed.

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

Minutes recorded and respectfully submitted by Nina Riggle.