

James V. Brown Board Meeting Minutes
Thursday, May 15th at 12:00 pm
In-person and zoom

Trustees Present: John Confer, President; Brette Confair, Vice President; Dr. Brooke Beiter, Dr. Timothy Bowers, Rick Mirabito

Trustees Present Virtually: Marshall Welch, Treasurer; Gloria Greevy, Mayor Derek Slaughter

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

Guest Present: Sam Ecker, Leadership Lycoming

Library Staff Present: Amy Resh, Chief Executive Officer & Director; Kristin Caringi, Chief Financial Officer/Chief Operations Officer; 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 12:00pm.

Mission Moment: The Art of Soap Making was led by local artisan, Lindsay Gilbert of The Manor Soap Co. Twenty-five patrons learned about cold-pressed soap and took home a sample with instructions on home soap making.

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

Committee Reports:

- The Bylaws Committee made a small revision allowing the superintendent of Williamsport Area School District, the Mayor of the City of Williamsport, and the Rector of Christ Episcopal Church to send a substitute to Library board meetings.
- The bylaws edits were sent out to all board members for review. The bylaws dictate that there needs to be 30 days' notice to amend the bylaws.
- The bylaws will be included for approval at the July 17 board meeting.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- Total cash as of April 30, 2025 was \$988,619.
- Total investments as of April 30, 2025 was \$8,369,653.
- The Library has received the second quarter LCLS aid payment.
- Salary expenses are in line with the projection.
- The Summer Learning line item shows that the Library is spending money on incentives and acquiring supplies for programs.
- Rev. Kyle Murphy 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:

- At the monthly district consultants meeting, it was announced to prepare for a challenging budget season. The budget may be delayed or bifurcated.
 - In 2022, there was a bifurcated budget with 7/12 of the budget being disseminated and followed with the second five months funding later in the year.
- The temporary part-time Public Service Assistant position was filled by Carol Shipman, an employee of the Williamsport Area School District.
- The roof replacement of the children's wing was completed. The facilities staff are completing the outdoor landscaping. B.A. Meixel Electrical Inc. will donate materials and labor for an LED lighting conversion in the Lowry Room and two staff offices; additional quotes for the Lowry Room lighting have been requested. The fiction collection has been relocated to the fourth floor of the vintage wing, and

the basement is closed to the public. Book's Bus repair parts have arrived, and repairs will be completed.

- Amy Resh organized the April 23 staff meeting with a presentation on creativity. She attended First Friday on May 3 with Nicole Rader. A Memorandum of Understanding was updated and signed by Plunketts Creek Township for the LINK Library. Resh and Robbin Degeratu will present at both the Pennsylvania Library Association Annual Conference in October and the American Library Association Core Forum in November.
- The Library updated its Wi-Fi Hotspot Borrowing Procedure and processed 241 new passports in April—a 40% increase from last year, along with 87 renewals. Degeratu and Schonewolf are developing a training plan for a new part-time summer staff member. Degeratu and Resh are finalizing a Patron Fine & Fee Guide and updating borrowing procedures. Passport demand is expected to remain high through the summer.
- Jen Heimbach is setting up a FedEx account for interlibrary loan shipping as required by Interlibrary Delivery Service of Pennsylvania, with full transition planned by July. Staff are reviewing test orders from Ingram, the new book vendor, and Marci Hubler will manage the Library's Stack Map account to keep collection locations and call numbers current. Doug Harkness received confirmation of E-rate funding for 2025. This project may have to begin earlier than originally expected.
- Upcoming events include Boots, Brews & BBQ on July 10 and the Library Gala on October 9, with tickets available through the library's website. The roof campaign mailing went to 1,133 donors in April – donations currently total \$11,532.77, and Summer Learning sponsorships have reached \$21,000 with support from several corporate and local partners. The City of Williamsport has delayed the bilingual Book Walk installation at Young's Woods Park, originally planned for this summer.
- **Nicole Rader, Programming and Youth Services Director**
 - This year's theme for the eight weeks of Summer Learning is Color Our World, with many programs focused on art.
 - A summer learning passport has been developed for patrons of all ages, filled with coloring pages. Patrons can get stamps for attending events and complete individual side quests to earn tickets for prizes.
 - Kick-off for Summer Learning is on June 14th from 10AM-2PM with the VanGo Museum on Wheels, free food from Eat 'n Run Catering.
 - Big events during the summer include a cruise on the Hiawatha on June 21, Family Color Run on June 28, tours at the Taber Museum, tours of The Gallery at Penn College with artists, Lycoming County Audubon bird watching on Canfield Island, Pippin at the Community Theater League, the county performer Reptiland, and cooking lessons with Kitchen Repose.
 - The Summer Learning Finale will take place on August 9th with two book bingos.
 - The World of Little League Museum will allow free admission for patrons with a library card on Sundays from June 15 – August 3.
 - There is an ongoing contest to name this year's Summer Learning plush tiger.
 - The programming department is currently planning for fall and winter.

New Business

- Library's 403b plan
 - Christine Sleboda of Cascade Financial Advisory informed Amy Resh and Kristin Caringi that Security Benefits no longer offers the 403b plan that the Library offers to employees.
 - After reviewing options Sleboda suggested the Library move their plan to Principal or the Capital Group.
 - The Capital Group integrates with iSolved payroll. The costs at Capital Group are basically the same as Security Benefit.
 - Sleboda will still complete annual check-ins and meet with new employees.
 - Caringi made a recommendation to move the Library's 403b plan from Security Benefits to Capital Group, backed by American Funds.
 - The Library currently has approximately 25 employees participating; the move to a more robust program should increase the number of participants.
 - Rick Mirabito motioned to move the 403b plan from Security Benefits to Capital Group. Brette Confair seconded the motion. All in favor. Motion passed.
- North Central Library District training overview and board evaluation
 - John Confer and Rick Mirabito attended a training in March hosted by the North Central Library District and presented by the Pennsylvania Association of Nonprofit Organizations.

- Confer would like the board to begin the self-evaluation process.
- The board evaluation survey will be reviewed/discussed/completed at a board meeting with a light agenda, perhaps in August or September.

Friends of the James V. Brown Library Report

- None

Announcements:

- Sips & Stories with the Friends of the James V. Brown Library takes place this Saturday, May 17th, from 12-6PM at New Trail Brewing. There will be trivia, an adult spelling bee, Storytime, therapy dogs, food trucks, and free non-alcoholic drinks.

John Confer adjourned the public meeting at 1:11pm.

An executive session followed.

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

Minutes recorded and respectfully submitted by Nina Riggle.