



James V. Brown Library Board Meeting
July 17, 2025, at noon
In-person at the Library: 19 East Fourth Street, Williamsport, PA
and virtually via Zoom

Call to Order

Mission Moment

Review of the May 15, 2025 minutes

Committee Reports

- Finance Committee

Treasurer's Report

Chief Executive Officer & Director's Report

- Marci Hubler, Collections & Technical Services Director

Old Business

- James V. Brown Library Bylaws- FINAL

New business

Friends of James V. Brown Library Report

Announcements

Adjournment

Executive Session

Board Meeting Dates for 2025: August 21, September 18, October 16, November 20, and December 18 at noon

Family Color Run

On Saturday, June 28, the Library's Programming Staff hosted a vibrant and engaging Family Color Run bringing together 92 community members for a day of fitness, fun, and connection. Starting at the Old Lycoming Township Pavilion, next to the Carl E. Stotz Park, participants were grouped and sent off along a 1-mile route featuring four color powder stations, cheerfully staffed by our Teen Advisory Group and Programming team.



Throughout the course, runners and walkers were playfully doused with color, after completing the course, participants gathered at the pavilion to enjoy healthy fruit kabobs and decorate their medals for participating.

The event wrapped up with an energetic dance party using the remaining color powder, leaving attendees smiling and covered in bright colors.



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.



Cash & Investments Report
June 30, 2025

Cash

General Fund	\$201,088
Repo/Sweep	\$295,060
Payroll	\$3,683
CIF-General Fund	\$16,941
CIF-Vehicle Replacement Fund	\$74,563
CIF-Storymobile Fund	\$2,042
CIF-Adult Bookmobile Fund	\$66,129
CIF-Outreach Vehicle Fund	\$25,426
EITC Fund	\$3,861
Grant Fund	\$21,064
Total Cash as of 6/30/25	\$709,856

Investments

Merrill Lynch Endowment	\$7,719,013
Wright Trust	\$806,853
Kane Trust	\$336,847
Total Investments as of 6/30/25	\$8,862,713

**General Fund
Budget vs. Actual
January - June 2025**



JAMES V. BROWN LIBRARY

	<u>Jan - June 2025</u>	<u>2025 Budget</u>	<u>2025 Budget Variance</u>	<u>% of 2025 Budget</u>
Ordinary Income/Expense				
Income				
4100 · State Aid-District	245,404	\$490,808	(245,404)	50.0%
4120 · State Aid Received-LCLS	185,355	\$370,710	(185,355)	50.0%
4121 · County Coordination Aid-LCLS	92,434	\$184,869	(92,435)	50.0%
4220 · Local Govt Rev-School Districts	-	\$7,500	(7,500)	0.0%
4230 · Local Govt Revenues - Other	-	\$1,000	(1,000)	0.0%
4240 · Local Govt Revenue - County	452,011	\$904,021	(452,011)	50.0%
4300 · Interest Revenue	15,105	\$40,000	(24,895)	37.76%
4305 · Rebate Income	-	\$1,800	(1,800)	0.0%
4400 · Self Generated Revenue (JVB)	64,752	\$98,315	(33,563)	65.86%
4410 · Revenues from Fund Drives (JVB)	97,234	\$188,500	(91,266)	51.58%
4420 · Direct Mail (JVB)	13,942	\$28,000	(14,058)	49.79%
4450 · Contracted Services (JVB)	3,750	\$7,500	(3,750)	50.0%
4500 · Contributions, Gifts & Donations	45,334	\$70,682	(25,348)	64.14%
4520 · Local Grants - JVB - Restricted	26,764	\$18,699	8,065	143.13%
4540 · Fees (JVB)	2,904	\$0	2,904	100.0%
4550 · Photocopies	4,242	\$9,000	(4,758)	47.14%
4560 · LCLS Admin Fee Income	6,000	\$12,000	(6,000)	50.0%
4567 · LCLS Delivery/Transit Fee	3,000	\$6,000	(3,000)	50.0%
4580 · Miscellaneous Revenues (JVB)	791	\$6,950	(6,159)	11.38%
6000 · Transfers from endowment Fund	117,915	\$198,000	(80,085)	59.55%
Total Income	<u>1,376,937</u>	<u>2,644,354</u>	<u>(1,267,417)</u>	<u>52.07%</u>
Gross Profit	<u>1,376,937</u>	<u>2,644,354</u>	<u>(1,267,417)</u>	<u>52.07%</u>
Expense				
5000 · Salaries & Wages - Library Pers	696,568	\$1,587,393	(890,825)	43.88%
50001 · Salary & Wage Reimbursement from LCLS	(66,651)	(\$138,393)	71,742	48.16%
5011 · Contra Salary & Wages Expense	(1,794)	(\$5,000)	3,206	35.87%
5100 · Unemployment Compensation Tax	736	\$0	736	100.0%
5110 · FICA Taxes ER (SS & Medicare)	51,510	\$121,436	(69,926)	42.42%
5150 · EE Benefits - Pension/ER Match	26,803	\$58,000	(31,197)	46.21%
5160 · EE Benefits - Insurance	54,133	\$140,600	(86,467)	38.5%
5170 · Worker's Compensation	2,393	\$4,100	(1,707)	58.36%
5200 · Books - Adult	40,711	\$89,500	(48,789)	45.49%
5201 · Reference - Adult	20,188	\$22,100	(1,912)	91.35%
5220 · Audio Materials - Adult	49,303	\$94,000	(44,697)	52.45%
5270 · Online Resources	36,794	\$49,250	(12,456)	74.71%

**General Fund
Budget vs. Actual
January - June 2025**



JAMES V. BROWN LIBRARY

	Jan - June 2025	2025 Budget	2025 Budget Variance	% of 2025 Budget
5280 · District Bibliographic Utilities OCLC	736	\$1,500	(764)	49.08%
5300 · Library Supplies & Collection	2,743	\$7,750	(5,007)	35.39%
5310 · Youth Services Expenses	27,144	\$49,600	(22,456)	54.73%
5320 · Furniture & Equipment Expense	926	\$8,000	(7,074)	11.58%
5330 · Office & Computer Supplies	8,327	\$13,500	(5,173)	61.68%
5340 · Technology Hardware	17,029	\$24,000	(6,971)	70.95%
5350 · Furniture and Equipment Rental	1,746	\$3,300	(1,554)	52.91%
5360 · Maintenance of Equipment	-	\$1,000	(1,000)	0.0%
5380 · Computer Software	3,826	\$6,000	(2,174)	63.77%
5400 · Training	9,022	\$27,500	(18,478)	32.81%
5410 · Insurance	25,528	\$38,739	(13,211)	65.9%
5420 · Buildings and Grounds	44,078	\$55,000	(10,922)	80.14%
5430 · Utilities	35,711	\$81,500	(45,789)	43.82%
5440 · Postage & Freight	25,957	\$42,375	(16,418)	61.26%
5450 · Printing	2,352	\$8,000	(5,648)	29.4%
5452 · Grant-expense local	1,552	\$1,500	52	103.47%
5460 · Telephone & Other Telecommunica	3,632	\$9,080	(5,448)	40.0%
5470 · Public Awareness	4,568	\$16,500	(11,932)	27.69%
5480 · Travel	3,398	\$5,000	(1,602)	67.96%
5490 · Accounting	5,150	\$19,600	(14,450)	26.28%
5520 · Vehicle Repair and Maintenance	3,023	\$7,250	(4,227)	41.69%
5530 · Miscellaneous Operating	13,866	\$38,076	(24,210)	36.42%
5540 · Contracted Svcs. & Consulting	30,620	\$68,100	(37,480)	44.96%
5544 · Legal fees	83	\$5,000	(4,918)	1.65%
5551 · Costs of Raising Money	25,285	\$40,650	(15,365)	62.2%
5570 · Gas	6,438	\$18,248	(11,810)	35.28%
5580 · Summer Learning (JVB)	10,825	\$13,500	(2,675)	80.19%
6011 · transfer to capital improvement	39,593	\$11,100	28,493	356.69%
6012 · transfers to endowment fund	-	\$0	-	0.0%
Total Expense	1,263,853	2,644,354	(1,380,501)	47.79%
Net Ordinary Income	113,084	-	113,084	



Capital Improvement Fund
Budget vs. Actual
January - June 2025

	<u>Jan - June 25</u>	<u>2025 Budget</u>	<u>2025 Budget Variance</u>	<u>% of 2025 Budget</u>
Ordinary Income/Expense				
Income				
4010 · Interest Income - Bank	3,889	10,000	(6,111)	38.89%
6025 · Transfers from General Fund	39,593	11,100	28,493	356.69%
Total Income	<u>43,482</u>	<u>21,100</u>	<u>22,382</u>	<u>206.07%</u>
Gross Profit	43,482	21,100	22,382	
Expense				
5060 · Storymobile	17	3,100	(3,083)	0.55%
5070 · Bookmobile	1,114	3,000	(1,886)	37.14%
5090 · Books Bus 2023	640	5,000	(4,360)	12.8%
Total Expense	<u>1,771</u>	<u>11,100</u>	<u>(9,329)</u>	<u>15.96%</u>
Net Ordinary Income	41,710	10,000	31,710	

CHIEF EXECUTIVE OFFICER & DIRECTOR'S REPORT

July 2025

Personnel & HR

Aria Meixel resigned from her position as Public Service Assistant on June 20th. Job advertisements for her role have been placed and interviews are underway.

Facilities & Fleet

The facilities staff completed 141 work orders in May and June. In May, the facilities staff planted the flowers outside the Library. Helminiak's Greenhouse & Landscaping donated the flowers in the hayrack baskets, which are hung on the exterior of the building. HVAC coil maintenance was completed in June by the facilities staff. The Lowry room's lighting was divided into three sections, and all the lights were converted to LED. Looking ahead, the interior and exterior windows will be cleaned in late July.

Organizational

Amy Resh attended Sips & Stories on May 17, the LCLS directors' meeting on May 19, the Association of Pennsylvania Public Library Systems meeting on May 20, the PM exchange at PDC Spas on May 22, the Gala committee meeting June 3, the LCLS board meeting June 10, District Advisory Council meeting June 11, the Lycoming County Commissioner's meeting June 12, Summer Learning Kickoff Saturday June 14, and the American Library Association annual conference in Philadelphia from June 26 – July 2. The signed Memorandum of Understanding was returned from the Plunketts Creek Township Supervisors to continue service to the LINK library for another year.

The 2024 5500 form for the 403(B) plan was electronically filed with the Department of Labor on July 9; this form is the annual return/report of a small employee benefit plan.

The Library's quarterly staff meeting on July 23 will feature a presentation by Pennsylvania College of Technology of Williamsport on basic ASL for library workers.

Public Services, Local History & Reference

Carol Shipman started work and completed training as a temporary part-time Public Service Assistant. Robbin Degeratu and Courtney Schonewolf each participated in evaluation sessions for statewide electronic resources. Legal books were transferred to the Lycoming County Law Library as part of the Local History & Genealogy Materials Plan. Staff continued to complete shelf reading in large type, shifted materials in the Rotunda, and developed lists of children's books to tie into youth programs. In May, Library staff executed 164 new passports and helped with 56 renewals. In June, Library staff executed 125 new passports and helped with 46 renewals. Volunteers donated 158 hours of their time in May and 136.95 hours in June.

Looking ahead, Public Service will focus on supporting the Summer Learning Program and providing excellent customer service during the busy summer months. The Administrative

Team will provide additional support at service desks until the vacancy in the department is filled. City directories, catalog cards, and vertical files will be transferred to the Lycoming County Genealogical Society as part of the Local History & Genealogy Materials Plan. Staff continue to shelf read and shift materials in addition to working on special projects such as creating an information literacy handout for patrons.

Collection, IT & Technical Services

Wendy Durant is working to reclassify and upgrade the cataloging for the board games, with a projected completion date at the end of the year. This will provide a better description of the games contributing to improved patron access to the board game collection. Patti Eichensehr has reclassified the tween paperbacks as tween fiction and adding appropriate genre labels. This will improve access for our patrons as both specific topics and particular titles will be easier to find.

Marci Hubler is evaluating portions of the adult nonfiction collection to ensure that materials are up to date. Areas of focus are travel guides, test prep, legal, and business. Hubler is also working on updating StackMap and library signage so that patrons can easily navigate the building to find specific locations and materials. Hubler and Durant are finalizing the specifications for the library's Libby account. This new account will provide shorter wait times for popular materials for patrons.

Doug Harkness has completed 102 work orders for the library since mid-May. Harkness developed a new Graphic Job Bag Form integrated with Google Sheets and built automation to populate work orders into Sheets for improved tracking. He also maintained website updates, including banner and form fixes, and enhanced security camera functionality by enabling timestamping for incident reviews. The E-Rate funding was approved for the upgraded network installation; the installation timeline is in progress.

Programming & Youth Services

The Programming Department planned and facilitated 68 program sessions in June. The Summer Learning Kickoff on Saturday, June 14, drew 749 attendees, and staff distributed 570 Summer Learning Passports. 256 community members enjoyed a beautiful day on the Hiawatha on Saturday, June 21st, during the four rides the Library offered. Families enjoyed the Color Run on Saturday, June 28th. The Programming Staff and Teen Advisory Group gently threw colored powder on 92 attendees. Everyone was able to eat a healthy snack and decorate a medal afterwards.

July is packed with even more fun events for all ages, including partnerships with the Lycoming Audubon Society and Wildwood Cemetery. Upcoming programs include: Teen Fandom: Cupcake Wars, Community Theatre League's presentation of Pippin, County Performer Clyde Peeling's Reptiland, Cooking Lesson with Kitchen Repose, and 50 Years of Film presentation by Joseph W. Smith III. The Library's Summer Learning Finale is Saturday, August 9th.

Marketing, Development & Public Relations

Fundraising updates:

- Boots, Brews & BBQ on Thursday, July 10, at Herman and Luther's - new corporate sponsorships from Stallion, Lycoming Engines, and EQT Corp. with additional sponsorships from West Pharmaceutical and Journey Bank.
- Library Gala on Thursday, Oct. 9, at the Williamsport Country Club with musician and author Brendan Slocumb.
- Roof campaign mailing was mailed in late April to 1,133 donors and raised \$16,658 as of June 30, bringing the total with the \$13,235 Raise the Region funds to \$29,893 of the \$45,000 goal.
- Summer Learning sponsorship has exceeded its \$30,000 goal, raising \$31,171.

Social media update: As of July 1: Facebook – 6,330 followers and interactions up 15%; Instagram – 1,730 followers and interactions up 6%; YouTube increased to 319 followers; and LinkedIn increased to 385 followers.

Looking ahead, Dana Brigandi is finalizing the Library Gala sponsorship process and invitations, and beginning the annual Own a Day renewal mailing in August. Work on the donor retention event in November begins soon.



The place to go to learn, connect, and grow.

GO



56,843
in-person visits
YTD 2024:
51,478

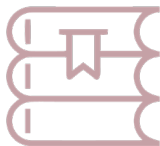


133,412
website visits
YTD 2024:
77,179



924 new
library cards
YTD 2024: 1,078
Total: 36,729*
*45% of residents

LEARN



165,877
checkouts
YTD 2024:
129,297



30,832
electronic
checkouts
YTD 2024: 27,759



196 programs for
children and
adults attended
by 6,727 people

CONNECT



45,075 Wi-Fi uses
YTD 2024: 43,256



22,456 items checked
out on outreach
vehicles and Link
YTD 2024: 44,428



1,302 passports
executed and
394 renewals
reviewed,
bringing in \$61,225

GROW



135 volunteers
gave 595 hours of
their time valued
at \$20,700.05
* Per <https://rb.gy/6v5er4> at
the rate of \$34.79/hour



\$2,409,126 saved
by using the
library, or \$29.19
per person
*based on 82,529 service
area residents



74 donors/orgs
making their
first gift, resulting
in \$6,857.22

YTD January 1 – June 30, 2025



Bylaws of the James V. Brown Library

ARTICLE I.

The Board of the James V. Brown Library shall continue to follow the directives of James VanDuzee Brown's 1904 will for governing the Library. This includes maintaining a nine-member board of trustees consisting of: the Mayor of Williamsport; the Rector of Christ Episcopal Church (where Brown was a member), the Superintendent of Williamsport Schools (or their designee approved by the James V. Brown Library Board), a representative of Williamsport City Council, and five representatives of Williamsport or the nearby vicinity.

ARTICLE II.

Officers

The officers of the Board shall be President, Vice-President, Secretary, and Treasurer. The officers shall be elected by a majority vote of members in attendance at the December meeting to serve for a term of two years, or until their successor takes office. The President may not serve more than two full terms in succession.

The officers shall perform all the duties which ordinarily are within the scope of and incident to their respective offices.

The officers will be nominated by the Nominating and Governance Committee.

Vacancies shall be filled by the Board to serve until the next annual election.

ARTICLE III.

Committees

The following standing committees shall be appointed by the President in January of each year, and they shall sit on each committee and designate one of the members as chairperson:

- 1) Facilities Committee
- 2) Personnel Committee
- 3) Finance Committee
- 4) Nominating and Governance Committee

The Library Director shall be ex-officio members of all committees.

The President shall appoint ad hoc committees as designated by the Board.

ARTICLE IV.

Meetings

The Board shall meet the third Thursday of each month.

Special meetings may be called by the President or upon written request of four members of the Board. Five members of the Board shall constitute a quorum at any regular or special meeting, including the election or the appointment of new members.

Any board member, except those representing an office, unable to attend at least 50% of regular meetings of the Board, unless advance notice is given to the Board of Trustees, shall be considered for removal. A trustee shall be in attendance by in-person, conference telephone call, or virtual teleconference.

A vote by phone shall be acceptable via conference telephone call or virtual teleconference means, in which case, the meeting must be conducted in such a way that all members participating can hear each other at the same time.

A vote by e-mail shall be acceptable; to conduct an e-mail vote, a message is sent to the voting membership stating exactly what is to be voted on, and the subject line (or equivalent) should contain the term "ballot." Any vote by e-mail shall be carried by unanimous consent. If unanimous consent is not reached, the question shall roll over to a deliberative meeting.

ARTICLE V.

Fiscal Policies

The fiscal year shall be the calendar year.

ARTICLE VI.

Library Director

A Director of the library shall be appointed by the Board, and the duties and compensation for that position shall be fixed by the Board. All other members of the library staff shall be selected by the Director. They shall be governed by the personnel policy adopted by the Board.

ARTICLE VII.

Amendments to Bylaws

These bylaws may be amended at any regular or special meeting of the Board upon the affirmative vote of two-thirds of the total members. At least thirty (30) days written notice shall be given by the President and/or Secretary of such proposed amendments to the Board Members.

ARTICLE VIII.

Trustee Emeritus

Any Trustee with at least 10 years of service on the Board may elect to resign from the Board and assume Trustee Emeritus status. Any Trustee Emeritus will not be entitled to vote but retains involvement by attending Board meetings and Board Committee meetings as a non-voting member. A Trustee Emeritus may also attend all library functions, be active on special committees, and may continue to provide input to the library and its services.

ARTICLE IX.

Parliamentary Authority

Robert's "Rules of Order Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by the charter and/or bylaws.

Revised and approved by the James V. Brown Library Board XXXX XX, 2025

John M. Confer,
James V. Brown Library, Board President

Date

Reverend Kyle D. Murphy,
James V. Brown Library, Board Secretary

Date