

James V. Brown Board Meeting Minutes
Thursday, August 21st at 12:00 PM
In-person and Zoom

Trustees Present: John Confer, President; Brette Confair, Vice President; Rev. Kyle D. Murphy, Secretary; Dr. Timothy Bowers, Rick Mirabito

Trustees Present Virtually: Marshall Welch, Treasurer; Dr. Brooke Beiter, Gloria Greevy, Mayor Derek Slaughter

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

Guests Present: Shelby Weber, Friends of the James V. Brown Library; John Compton, Baker Tilly; Pat Crossley, Williamsport Sun Gazette

Library Staff Present: Amy Resh, Chief Executive Officer & Director; Kristin Caringi, Chief Financial Officer/Chief Operations Officer; Robbin Degeratu, Assistant Director; Karen Confer, Human Resources and Fleet Director; Nina Riggle, Executive Assistant to the CEO

The meeting was called to order by President John Confer at 12:05 PM.

Mission Moment:

Baker Tilly 2024 Audit Review – John Compton

- The 2024 audit was completed on August 12, 2025. The Library received an unmodified opinion.

Minutes: Rick Mirabito motioned to approve the July 2025 minutes. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed.

Committee Reports:

- Finance Committee – Kristin Caringi
 - The Finance Committee met with Michael Bush from Merrill Lynch to discuss investments.
 - The Finance Committee recommends adjusting from the 70/30 investment strategy to increase equities investment to 75%.
 - Marshall Welch motioned to adjust investments to 75/25. Rick Mirabito seconded the motion. All in favor. Motion passed.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- The cash balance as of July 31, 2025 was \$810,153.
- Total investments as of July 31, 2025 was \$8,932,967.
- The Library received the third-quarter LCLS aid payment. The fourth-quarter payment will be disbursed in October after County aid is received.
- The salaries expense line is in line for this time of year.
- Passports brought in \$67,370
- 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:

- An offer will be sent out next week for a Development, Marketing, and Public Relations Director.
- The first permanent Book Walk in Lycoming County ribbon cutting was on July 25th at Trout Run Park.
- Amy Resh has been selected as one of the Women in Business' Top Women CEOs & Leaders for 2025.
- Amy Resh, Kristin Caringi, and Nina Riggle are leading the final weeks of planning for the Author Gala on October 9th. 60% of tickets have been sold.
- Public Service staff will support September's Library Card Sign-Up Contest.
- In July, the Programming Department hosted 88 programs.
- Nicole Rader and Sheila Howarth will represent the Library at Lycoming College's Involvement Fair.

- Own a Day renewal mailing was sent out in August, and the \$10,000 goal has been met.
- District Aid has still not been received from the State. The State budget may hopefully be approved October or November. From July – December the Library will be covering the cost of district expenses. All eMaterials purchasing by the District has been paused.

Old Business

- none

New Business

- none

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

- The cash balance of the Friends of the James V. Brown Library was \$71,414.33
- The governing committee is reviewing the bylaws of the Friends of the James V. Brown Library.

Announcements:

- none

John Confer adjourned the public meeting at 12:45pm.

An executive session followed.

Meeting dates for 2025: September 18, October 16, November 20, and December 18

Minutes recorded and respectfully submitted by Nina Riggle.