

James V. Brown Board Meeting Minutes
Thursday, October 16th at 12:00 PM
In-person and Zoom

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

Trustees Present Virtually: Marshall Welch, Treasurer; Gloria Greevy

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

Guests 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; June Houghtaling, North Central Library District Consultant; Nina Riggle, Executive Assistant to the CEO

The meeting was called to order by President John Confer at 12:08 PM, after a tour of the vacant basement space.

Minutes: Rick Mirabito motioned to approve the September 2025 minutes. Mayor Derek Slaughter seconded the motion. All in favor. Motion passed.

Committee Reports:

- Facilities Committee – John Confer
 - The overall projected cost for the Technology Commons was \$1.3 million using prevailing wage.
 - A full budget for the project will be presented to the Facilities Committee for review.
 - There are five columns in the basement near the elevator to State Street. Larson Design Group assessed that two of these five would need to be removed to comply with the Americans with Disabilities Act.
 - There was a brief discussion about the funds available for the next step of the potential project.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- Total cash as of September 30, 2025, was \$525,520.
- Total investments as of September 30, 2025, was \$9,363,527.
- Every three years RFPs must be sent out for the audit. Letters for audit services will be going out, the board will be notified.
- The fourth and final payment of County Aid was received.
- Expenses are on track for 2025. The Library is set to spend 12% on collection development.
- The Capital Improvement Fund was included in this month's report.
- Dr. Brooke Beiter motioned to approve the treasurer's report. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- Due to the state budget impasse, the Library has spent around \$100,000 to support district expenses.
- The updated state regulations may go out for public comment in November. When this occurs, Amy Resh will email all trustees.
- The Library's website will be updated to meet the criteria of the Americans with Disabilities Act. Currently, the website does not include alt text for images and other requirements.
- Annual reviews are underway, and a review of emergency procedures will happen at the next quarterly staff meeting.
- The installation of upgraded internet equipment may take place in December and may require a full or partial Library closure.
- Savannah Lorson is preparing the 2025 Annual Campaign mailing in conjunction with a social media campaign.

- Three candidates were interviewed for the North Central Library District Consultant position and an offer has been made. The Outreach Professional position continues to be advertised.
- The first-floor windows of the Welch wing are being re-caulked by Keith Bauer and Brian Moser.
- Amy Resh attended the Lycoming County Commissioners' Meeting on September 18th. John Confer stated that Lycoming County Commissioner Mark Mussina is hopeful that the System will receive level funding.
- The Library Card Sign-up Contest had 467 patron participants. Library staff issued 132 new passports and assisted with 55 renewals. Staff are promoting the "Your Tax Dollars, Your Voice" campaign.
- Almost 1,000 new materials were processed by Technical Services.
- The Library will be partnering with Wildwood Cemetery for the third year in a row hosting two evening historical cemetery tours.
- The Programming Department has been awarded the PaLA Best Practice Award in Partnerships/ Outreach for "Library Pilots a Book Program with Local City Bus Authority". Thank you again to Christ Episcopal Church for funding this important community project.
- A \$5,000 grant was received from M&T Charitable Foundation to expand the Library's juvenile and teen Wonderbooks collection.
- The Donor Appreciation Event is scheduled for November 5th, 4-6pm at DiSalvo's. RSVPs are appreciated.
- June Houghtaling – North Central Library District Consultant
 - The district serves over 40 libraries across 11 counties with the smallest, Genesee Area Library, serving 800 people to the largest, James V. Brown Library, serving 80,000 people. There is a lot of diversity within these libraries – some are in systems, others are independent, two are departments of county government.
 - A role of the district consultant is to help find and orient new library directors. Consultants help craft policies and long-range plans. They serve as a liaison with the Office of Commonwealth Libraries, making libraries aware of state standards and deadlines. They also provide educational opportunities and visit libraries annually.
 - Ideal candidates are good at building relationships, providing training and consulting, providing libraries with the appropriate tools and resources to succeed.
 - Gratitude was expressed to trustees that have served on the District Advisory Council during June's tenure as consultant; Rick Mirabito, John Confer, and Gloria Greevy.

Old Business

- none

New Business

- none

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

- The Friends are setting up for their book sale.
- As of September, they have \$65,233 in the bank and the budget is looking good.
- Last month the book store earned \$1,300. The book coupons that were handed out at Sips & Stories and during Summer Learning have led to more people discovering the book store.
- John Confer shared that he, Rick Mirabito, and Brette Confair will be meeting with Greg Thomas and Mike Pontious, trustees of the Friends of the Library to discuss the MOU on October 29th at 5:15pm.

Announcements:

- Mayor Derek Slaughter announced that Fourth Street between Basin and Mulberry Street will become two-way this autumn.

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

An executive session followed.

Meeting dates for 2025: November 20, and December 18

Minutes recorded and respectfully submitted by Nina Riggle.