

James V. Brown Board Meeting Minutes
Thursday, November 20th at 12:00 PM
In-person and Zoom

Trustees Present: John Confer, President; Brette Confair, Vice President; Rev. Kyle D. Murphy, Secretary; Gloria Greevy, Rick Mirabito

Trustees Absent: Marshall Welch, Treasurer; Dr. Brooke Beiter, Dr. Timothy Bowers, Mayor Derek Slaughter

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

Guests Present: Shelby Weber, Friends of the James V. Brown Library; Conrad Shank, Leadership Lycoming

Guests Present Virtually: 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; Savannah Lorson, Development, Marketing and Public Relations Director; Nina Riggle, Executive Assistant to the CEO

The meeting was called to order by President John Confer at 12:00 PM.

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

Committee Reports:

Personnel Committee – John Confer, on behalf of Dr. Timothy Bowers

- The annual review for the Chief Executive Officer was sent to the members of the personnel committee. As a reminder, committee members need to submit their reviews for compilation. A meeting will be scheduled.

Finance Committee – John Confer

- A finance committee meeting will be scheduled to review the 2026 budget after the county releases its budget for 2026.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- Total cash as of October 31, 2025, was \$814,715.
- Total investments as of October 31, 2025, were \$9,294,638.
- The fourth quarter county aid payment was received from LCLS. This is the final payment of 2025.
- The disbursement of the Kane Trust will be received in December from Woodlands Bank, for \$16,250.
- Salaries and wages look good for this time of year.
- The 990 has been filed, and the public disclosure document has been posted on the website.
- Rev. Kyle Murphy motioned to approve the treasurer's report. Rick Mirabito seconded the motion. All in favor. Motion passed.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- The Mission Moment highlights the seven-week civics program, Become a Good Citizen, with visits to the Taber Museum and the Lycoming County Courthouse.
- Nicole Rader is out on parental leave until January 16, 2026.
- The biannual reference sampling is taking place.
- The state budget has passed with a 7.1% increase to libraries.
- Doug Harkness is coordinating the new internet installation to coincide with potential continuing education dates in early 2026.
- Tracey Carey has been hired as the District Consultant for the North Central Library District.
- The Library will be a comfort stop for Victorian Christmas. Savannah Lorson will be offering tours of the Library.

- There have been issues with heating the second floor of the Welch Wing. Silver Tip has visited the Library three times in the last three weeks. The HVAC unit for this part of the building is seventeen years old. The board requested quotes to replace the heater for the second floor of the Welch Wing.
- An appointment has been made to repair the heater on Books' Bus.
- The last quarterly staff meeting of 2025 was held on October 29th and was attended by John Confer. Trustees are welcome to attend quarterly staff meetings.
- The 403b move to Capital Group is complete.
- Amy Resh presented at state and national conferences, attended APPLS and LCLS finance committee meetings, connected with community partners, and promoted the "Your Voice" campaign and early literacy initiatives through a presentation to the Junior League of Williamsport.
- RFP letters for audit and tax services were sent to five CPA firms on October 22. One proposal was received from Baker Tilly.
- The public services team has been helpful, sharing patron stories with Savannah for the Annual Fund campaign.
- Technical Services is in a busy time of year as the library works to meet the 12% collection expense standard.
- The new print magazine collection will be housed on the local history balcony.
- Programming has partnered with the planetarium at Lycoming College, the Williamsport Bureau of Fire Department, as well as the Wildwood Cemetery.
- The programming department earned the Pennsylvania Library Association Best Practice Award for "Library Pilots a Book Program with Local City Bus Authority."
- The Annual Fund campaign letters have been sent out.
- Savannah Lorson – Development, Marketing, and Public Relations Director
 - The Library Gala was a success, bringing in \$32,559.84.
 - Feedback from the survey and the Library Gala Wrap-up meeting was positive, with enthusiasm to continue the event in 2026.
 - There was a discussion about the profits of years past, the capacity of other venues, and other non-profit fundraising events.
 - The annual fund was mailed on November 12, 2025. If any trustees have not received their campaign letter, please contact Savannah. Donations have already started coming in.
 - The theme of this year's Annual Fund campaign is Small Moments Make a Big Difference, and the campaign will also take place on social media. Each week, a new story and staff pick will be shared through social media (Facebook, Instagram, and YouTube).
 - Looking ahead, Savannah has begun working on the 2026 development plan with quarterly events including: a comedy show with Emily Flake at the Pajama Factory with Rosko's Brew House, Sips & Stories with the Friends of the James V. Brown Library, Boots & Brews at Herman and Luther's, and the Library Gala in October.
 - There was a discussion about the success of Sips & Stories and hosting the event at New Trail Brewing Company. The Friends will be contacted about this event.
 - Ticket raffle and silent auction will continue to happen at the Library Gala, while 50/50's will take place at Boots & Brews and possibly the comedy show.
 - Savannah will be developing a sponsorship package that will cover all events, to be sent out to larger sponsors. Her goal is to expand sponsorships in 2026.

Old Business

- The Lycoming County Library System Finance Committee has been discussing the 2026 Funding Formula. The formula will not change from 2025. The board used cash reserves to alleviate the cut from Lycoming County. There will be a substantial decrease from the System to James V. Brown Library in 2026. Lycoming County releases its 2026 draft budget on Tuesday, November 25th.

New Business

- There was a discussion about passports and whether the county could be the issuing municipality. The James V. Brown Library is not a county entity, and the county's prothonotary office currently issues passports.

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

- The book sale made \$4,688.
- Their balance is \$68,577.

- There may be a new representative from the Friends of the Library Board of Trustees attending the James V. Brown Library Board meetings in 2026.

Announcements:

- The Lycoming County Library System member library directors will be attending the Lycoming County Commissioners meeting on December 4th at 10:00 AM. Trustees are invited to attend.
- Rev. Kyle Murphy requested that an end-of-year thank-you letter be sent to the volunteer staff for the Gala.
- John Confer encouraged everyone to call Senator Gene Yaw's office, (570)322-6457, to thank him for supporting the increase in library funding.

Rick Mirabito motioned to adjourn the meeting. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed. John Confer adjourned the public meeting at 1:18 PM.

An executive session followed.

Meeting dates for 2025: December 18

Minutes recorded and respectfully submitted by Nina Riggle.