

James V. Brown Board Meeting Minutes
Thursday, May 19, 2022 at 12:00 pm
Zoom

Present: Barbara McGary, Dana Brigandi, Kristin Caringi, John Confer, Brette Confair, Gloria Greevy, Dr. Tim Bowers, Marshall Welch III, Trisha Marty, Tom Burkholder, Mayor Derek Slaughter.

Absent: Karen Confer, Kyle Murphy, Rick Mirabito, Greg Thomas.

Guest: Pat Crossley, Sun-Gazette.

Meeting was called to order by President John Confer at 12:00 pm

Minutes: Marshall Welch made a motion to approve the April 2022 minutes. Seconded by Trisha. All in favor. Motion carried.

Financial Reports: Kristin reported the financials. The balance in the general fund as of April 30 was \$1,207,572. In April, the Library received from the Friends group \$18,000 for the Author Gala, \$5,000 for Summer Learning and \$3,000 for kits. \$3,500 was received from C&N Bank for EITC. The Raise the Region check was received from FCFP. Kristin may consider a budget revision in July. There were two new vendors: NCPA Media LLC and STA. Trisha made a motion to approve the financial report and new vendors. Seconded by Marshall. All in favor. Motion carried.

Director's Report: Barbara provided highlights from her report:

Personnel Transitions and Training

- The Library's staff capacity currently is limited in light of the two director vacancies in April and early May.
- To empower all of our staff that work with our Integrated Library System, we contracted with Polaris to provide 25 hours of comprehensive training and recordings of trainings for training throughout the county.
- Karen Confer has stepped up to lead the Public Service and Adult Outreach Departments in the transition. She has reorganized the schedule for staff coverage and has expanded the responsibilities of each of our front-line staff members to ensure work is properly managed.
- FCFP Work Wisdom Equity Academy is providing the opportunity for Brette and I to work together to develop an Equity Plan for our Library.
- Board Development/Orientation Training will be a 4-hour training on July 21. The training will encompass lunch with the board while receiving a 2-hour Orientation to the Library and Library Finances, and then a 2-hour Tour engaging with each of our Library Directors to learn an overview of our facility, programs and services.

Lycoming County Library System

- We were invited to be on the agenda at the Lycoming County Commissioner's meeting May 19 to provide a report on community impacts and needs. Each member library provided a brief one-minute report on their American Rescue Plan Funding needs and Barbara gave a report on system-wide community impacts.

District Negotiated Agreement

- The Executive Committee of the District Advisory Council met on May 11 to negotiate the District Library Center agreement. Members unanimously agreed to put forth the proposed agreement for district signatures.
- The district is funding OverDrive Digital Magazines for the 40 public library units in our North Central Library District. This is a remarkable opportunity for the 504,000 that we serve in our 11-county district.
- Major services include: Professional Consulting Services, InterLibrary Loan, Website Development and Maintenance, Continuing Education Opportunities, IT Support, Overdrive Ebooks, Audio-Books, and now over 3,000 Digital Magazines.

Development:

- Summer Learning solicitation goal is \$29,000; currently at \$28,748.86. Received a PPL Cover to Cover grant of \$5,000 that includes the purchase of 400 Scholastic books for us to giveaway, along with \$1,000 from M&T Bank.
- Author Gala: This month a "save the date" postcard will be sent to previous gala attendees, along with a brochure and letter mailed to corporate and previous sponsors this week.

Committee Reports:

The Facilities committee is recommending accepting the bids for:

- Sanso Concrete for State Street step replacement at a cost of \$8,960
- Masters Contracting for the Adult Computer area bathroom renovation at a cost of \$14,915

Trisha made a motion to accept these two projects for approval and funding from the Capitol Improvement Fund.

Seconded by Brette. All in favor. Motion carried.

Friends: Barbara shared Greg Thomas's report. There are currently 399 members who have generated \$22,625 in membership dues. The spring book sale raised \$5,994 and the Friends are planning a fall book sale. The Friends gave a special thank you to Kyle for the use of Christ Episcopal Church.

Next meeting: The next meeting is scheduled for June 16 at 12:00pm. This meeting will be hybrid.

Meeting was adjourned at 12:24pm so the board could hold an Executive Session.

Minutes recorded and respectfully submitted by Dana Brigandi