

James V. Brown Board Meeting Minutes
Thursday, August 18th at 12:00 pm
zoom

Present: Dana Brigandi, Tom Burkholder, Kristin Caringi, Brette Confair, John Confer, Trisha Marty, Kyle Murphy, Barbara McGary, Rick Mirabito, Kate Shaw, Marshall Welch III, Karen Confer

Absent: Gloria Greevy, Dr. Bowers, Greg Thomas, Mayor Derek Slaughter

Guests: Pat Crossley-Sun Gazette, John Compton and Sarah Cole from Baker Tilly

Meeting was called to order by President John Confer at 12:02 p.m.

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

Audit Report: John Compton and Sarah Cole presented the audit report for 2021. This was a financial statement audit. The library received an unmodified opinion which is the highest level of assurance that can be provided. John thanked Kristin and Karen for their assistance and great job at bookkeeping.

CFO/COO Chief of Staff – Kristin

Financial Reports: Kristin reported the financials. The balance in the general fund as of July 31 was \$1,026,438. We received our second County aid payment. We have seen some ups-and-downs with our investments in 2022. Kristin thanked the Friends for continuing to support the library with three new grants (Summer Finale, adult programming and Trainor Calendar). There was one new vendor: Brent Kessler for a summer learning program.

Trisha made a motion to approve the financial report and new vendors. Seconded by Marshall. All in favor. Motion carried.

Director's Report:

Collections & Technical Service Director – Kate

- \$6300 American Relief Plan grant is supporting our print collection
- Looking to hire a new full-time tech services assistant.
- IT has been doing tremendous job moving the computers over to the new server. Chuck from Public Services will be training with Doug to assist with some of the IT work.
- Continue to work on cleaning up the ILL process

Human Resources & Facilities Director – Karen

- We will be interviewing next week for the tech service assistant position
- We have hired a new MLS to be our Public Service Director. Robbin Degeratu will be joining our team as of September 28th. She will be a great addition to the team.
- Sanso will begin to repair State St entrance on August 29th
- Pylons have been placed on State St sidewalk to prevent guests from attempting to park on the sidewalk.
- Dan is doing a fabulous job with the bookmobile. He will be participating in the Steel Wheel car show, Over the Edge and the Mummer's parade.

Development, Marketing & Programming Director - Dana

- Summer Learning was a success. 486 people attended the two-day finale which was sponsored by the Friends. All attendees received two free books to add to their collection. One from the book fair and one from the Friends.
- We are now moving into Gala season. We are sold out of sponsorships. We have sold 191 general admission tickets as of today.
- Own a Day renewals are coming in. We have 65 days sold. We will do another push in November as a holiday gift reminder.
- Its time to start thinking about the Annual Fund mailing. We are looking a price from Bayard Printing and Grit Printing since Hilshers is no longer in business.
- Please take a minute to look at our new website design.
- New rack cards are now at the Visitors Bureau
- Our AmeriCorps volunteer accepted a position with the WASD so we are looking to replace her with a new volunteer.

Executive Director – Barbara

- The Commonwealth of PA voted to increase their investment in public libraries through the annual allocation. This results in a modified increase of 17% in our general operating budget for 2023.
- As the District library center, we receive aid for the 40 public libraries in our district. With the increase in aid the district is looking to hire a full-time youth consultant. A draft of the renegotiated agreement will be presented to the executive committee of the District Advisory Council soon. This needs signed by September 22nd.
- The LCLS is in the process of developing the application for the American Rescue Plans that will be available from the county.
- Konkle Memorial Library is closed for renovations. They have a temporary location set up in the Farm House Complex across from Fairfield Ford.
- Barbara continues to service on the PaLA Equity, Diversity and Inclusion Committee. She will be serving on a panel discussing book challenges at the Annual Conference in October.

Committee Reports: No reports.

Friends: No report

Meeting was adjourned at 12:58 p.m. with a motion from Kyle. Seconded by Trisha.

Next meeting: The next meeting is scheduled for September 15th at 12:00pm. This meeting will be in person at James V Brown in the Lowry Room.

Minutes recorded and respectfully submitted by Karen Confer.