

James V. Brown Board Meeting Minutes
Thursday, December 18th 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, Gloria Greevy

Trustees Present Virtually: Rick Mirabito

Trustees Absent: Marshall Welch III, Treasurer; Mayor Derek Slaughter

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

Guests Present Virtually: Jared Cromley, Leadership Lycoming

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

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

John Confer was presented with a gift to honor his service as president of the James V. Brown Library Board of Trustees over the past four years.

Mission Moment: During Dino-vember, 26 children participated in Dino Doodles, where they learned to draw dinosaurs using toy models and paleoart. Jacquie Weaver and Sheila Howarth continue to bring innovative and creative programming to the Library.

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

Committee Reports:

Finance Committee – Kristin Caringi

- There were minimal changes to the Capital Improvement Fund. The finance committee recommends the Capital Improvement Fund for approval.
- The committee suggests paying an expected bill in early 2026 for the network equipment upgrade in the amount of \$13,192.95 from the Capital Improvement Fund.
- Rick Mirabito motioned to pay \$13,192.95 from the Capital Improvement Fund for network equipment upgrade from the Capital Improvement Fund. Dr. Brooke Beiter seconded the motion. All in favor. Motion carried.
- Key changes to the projected 2026 general fund budget include:
 - A cut of one full-time position and one part-time position.
 - A reduction in a Director-level position to part-time.
 - The consolidation of two full-time positions into one full-time position.
 - A loss in self-generated revenue of \$100,000 from passport revenue.
 - A 10% cut in most discretionary expense items.
 - A reduction of four open hours.
- Additional changes to the projected 2026 general fund budget include:
 - State Aid and County Coordination Aid have increased, and the budget has been approved by the Lycoming County Library System.
 - In 2026, there is a decrease in county aid of \$300,000 to the Lycoming County Library System.
 - Interest revenue has decreased to 3.75% with Northwest Bank.
 - Self-generated revenue has decreased due to the loss from issuing passports.
 - The transfer from the endowment fund has been increased due to the loss in revenue.
 - Collections spending will be based on the 2025 actual operating expenses, as required by the Office of Commonwealth Libraries.

- Budgeted utility expenses are expected to increase by 22% based on the new rate from the Library's electric supplier.
- There was a discussion about the proposed shift in open hours.
 - Hours at the James V. Brown Library are projected to be changed to Monday-Friday 9 AM – 6 PM and Saturdays 9 AM – 4 PM.
 - This will provide a savings of approximately \$20,000.
- A discussion followed about our return on investments with Merrill Lynch.
- A discussion followed about the county budget.
- The Finance Committee suggests the formation of a Development Committee in 2026.
- Reverend Kyle Murphy motioned to approve the 2026 Capital Improvement Fund and General Fund Budget. Brette Confair seconded the motion. All in favor. Motion carried.

Nominating Committee – Rick Mirabito

- The committee nominates the following individuals for a two-year term to the executive board:
 - President – Brette Confair
 - Vice President – Rev. Kyle Murphy
 - Treasurer – Marshall Welch III
 - Secretary – Rick Mirabito
- Rick Mirabito motioned to approve the executive slate as presented by the nominating committee. Dr. Timothy Bowers seconded the motion. All in favor. Motion carried.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- The Baker Tilly three-year audit and tax proposal was reviewed.
- Dr. Timothy Bowers motioned to approve the Baker Tilly audit and tax proposal. Brette Confair seconded the motion. All in favor. Motion carried.
- Total cash as of November 30, 2025, was \$677,662.
- Total investments as of November 30, 2025, were \$9,670,181.
- The 2025-2026 District Aid was received on December 10, 2025.
- The Kane Trust distribution was received on December 15, 2025.
- A contribution from the Williamsport Area School District was received.
- EITC was received from UGI, PPL, and UPMC.
- Salaries and expenses are on track for the end of the year.
- Dr. Brooke Beiter motioned to approve the treasurer's report. Rev. Kyle Murphy seconded the motion. All in favor. Motion carried.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- Biannual reference sampling took place November 17–22. Long-Range Plan updates will be presented in January. There is no update on the exterior elevator upgrade. Information gathering for the Facilities Committee is ongoing. Planning continues for the March 21, 2026, "Booked for Laughs" event and the 2026 development and social media plans. A new Barbours LINK MOU has been sent.
- Tracy Carey has been hired as the District Consultant and will attend a board meeting in the spring.
- Facilities completed 47 work orders. The new basement windows have been installed. A new heater for Book's Bus has been ordered and will arrive in March. Silvertip is looking for a part to fix the HVAC issues on the second floor of the Welch Wing, which is currently being heated using space heaters.
- Patti Eichensehr processed 461 items. Wendy Durant loaded 53 vendor bibliographic record files and did copy cataloging for 29 books. Doug Harkness has completed 23 technology work orders.
- The programming department hosted 62 programs, with three off-site programs. The Museum Room is becoming Dramatic Play in 2026.
- The annual fund was sent on November 11. EITC renewal documents were submitted on December 1.
- A discussion followed about cross-training personnel on Interlibrary Loan.
- Robbin Degeratu – Assistant Director
 - The Local History & Genealogy Materials Project was presented to the board in March 2024. In August 2024, the materials move was approved. Distribution of materials began in 2025.
 - All fine art is being retained by the James V. Brown Library.
 - Items that have been transferred include 17 legal reference books, 2400+ local history photos, 62 drawers of catalog cards, 78 city directories, and 3 local history vertical file cabinets.

- Recipients include the Lycoming County Law Library, Thomas T. Taber Museum (Historical Society), and Lycoming County Genealogical Society.
- Positive feedback has been received about these materials transitions.
- The Genealogical Society is now being set up as a contributor for PA Photos & Documents (<https://powerlibrary.org/eresource/pa-photos-and-documents>).
- Recipients have requested a pause in content transfer.
- Two hundred to three hundred volumes of family history information remain to be transferred.
- A discussion followed about the outreach vehicle circulation statistics. This metric was temporarily inflated due to an error in the Integrated Library System, which has been corrected.

Old Business

- None

New Business

- 2026 James V. Brown Library Board of Trustees Meeting Dates
 - Rev. Kyle Murphy motioned to approve the 2026 board meeting dates. Dr. Brooke Beiter seconded the motion. All in favor. Motion carried.
- 2026 James V. Brown Library Closure Dates
 - There was a discussion about closure dates, including continuing education for staff and Election Day.
 - Election Day was removed from the list of closure dates.
 - Rev. Kyle Murphy motioned to accept the 2026 closure dates, with the removal of Election Day. Gloria Greevy seconded the motion. All in favor. Motion carried.
- Brette Confair motioned for the Library's hours of operation to change to Monday through Friday, 9 AM to 6 PM, and Saturday, 9 AM to 4 PM. Dr. Timothy Bowers seconded the motion. All in favor. Motion carried.
- Friends of the James V. Brown Library Memorandum of Understanding
 - The Memorandum of Understanding with the Friends of the James V. Brown Library was sent to the Trustees.
 - Gloria Greevy motioned to accept the Memorandum of Understanding with the Friends of the James V. Brown Library. Brette Confair seconded the motion. All in favor. Motion carried.

Friends of the James V. Brown Library Report

- None

Announcements:

- None

Dr. Timothy Bowers motioned to adjourn the meeting. Gloria Greevy seconded the motion. All in favor. Motion passed. John Confer adjourned the public meeting at 1:20 PM.

An executive session followed.

Meeting dates for 2026: January 15, February 19, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19, December 17

Minutes recorded and respectfully submitted by Nina Riggle.