

James V. Brown Board Meeting Minutes
Thursday, December 21st at 12:00 pm
In-person and zoom

Trustees Present: John Confer, President; Brette Confair, Vice President; Marshall Welch III, Treasurer; Rev. Kyle Murphy, Gloria Greevy, Rick Mirabito, Dr. Brooke Beiter, Dr. Tim Bowers, Mayor Derek Slaughter

Trustees Absent: Thomas Burkholder, Trisha Gibbons Marty

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

Guests: Rebecca Bay, Leadership Lycoming

The meeting was called to order by President John Confer at 12:09pm.

Mission Moment: "I Can Help?" program partnership with Christ Episcopal Church created by the Teen Advisory Group to explore how to help those in need in our community. The 21 children and 11 adults collected over 50 items and donated them to the food pantry at Christ Episcopal Church. Rev. Kyle Murphy gave the participants a tour of the pantry and discussed how it helps the community.

Minutes: Marshall Welch III motioned to approve the November minutes. Mayor Derek Slaughter seconded the motion. All in favor. Motion passed.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- Total Cash balance as of November 30, 2023 is \$680,978.
- Total Investment balance as of November 30, 2023 is \$6,871,350.
- The final county payment of 2023 arrived on December 4.
- Passports continue to generate great income for the Library.
- Salary expense for 2023 is under budget.
- Rev. Kyle Murphy motioned to approve the Treasurer's Report. Rick Mirabito seconded the report. All in favor. Motion passed.

Executive Director's Report – Amy Resh

Full Report attached; Highlights include:

- The new Bookmobile driver Andrew Brum started on December 6 and will be on the road in early January.
- The new Delivery Clerk, Bill Ruffing started December 18.
- The Technical & Digital Services Professional role has been filled by Wendy Durant and she starts on January 15.
- Silver Tip was here to work on the heat for the children's wing. They located and repaired 3 micro leaks and filled the system with refrigerant.
- Aaron Agnoni is sending a representative from the company to walk through JVB and give a quote for new HVAC for the ARPA grant.
- The Storymobile, purchased in 2017, needed new tires and the heating unit has stopped working. Keith Bauer has installed a heating unit to keep it on the road. The heating unit is no longer being made and parts are being sourced to repair the unit.
- Amy Resh is waiting for a response from CEDA-COG regarding our ARPA funding request for building HVAC replacement for air quality improvement.
- On December 5, Amy Resh attended the Pearls with a Passion annual dinner, an FCFP all-female donor society. Resh also met with State Representative Joe Hamm on December 7.
- The United Way denied the Library's request for public computer funding; the request was then submitted to the Plankenhorn Foundation, who generously agreed to fund all 18 public computers.
- Passport acceptance hours expanded from 33.5 hours per week to 42 hours per week on November 16, 2023.

- Purchasing for collections has been completed under the 2023 budget, with a few last-minute invoices arriving from Brodart.
- Doug Harkness is researching a new phone system and creating an implementation plan to replace all our public computers with the finding from the Plankenhorn Foundation.
- Shaw and Leslie Crooks have completely reorganized and evaluated the bookmobile collection in preparation for the resumption of bookmobile services in January 2024.
- Our partnership with Lycoming College continues to be a wonderful experience through programming and weeding the juvenile and tween collections.
- Dana Brigandi reports the following top three revenue-producing activities: Grants (including Friends grants), \$60,885, Author Gala sponsorships (including Friends), \$43,350, Bequests, \$26,709 from three estates.
- The Own-A-Day renewals are at \$15,598.
- EITC funding is at \$18,500 from 8 businesses with another received earlier this week.
- As of December 6, \$35,454.63 was raised of the \$80,000 goal.
- The Library filmed an annual video with Noah Beiter of NVision Films, which is now available.
- Dana is also working on grant applications for the Degenstein Foundation and Stabler Foundation (StoryWalk® partnership).
- The Spanish Collection has been moved into the rotunda as it was previous difficult to find. Census data will be consulted as we continue to work to expand our world languages collection.

Public Services – Robbin Degeratu

- There are two desks for patrons, the children's wing and the help desk in the vintage wing. These two desks support checking materials out, technology assistance, connecting to resources and passport services.
- Since the arrival of Amy Resh there has been a focus on our customer service philosophy with a focus for every person to have an outstanding experience, to want to be here, and to belong here.
- We are now open 56 hours per work.
- Every person on staff, with the exception of facilities works a shift at the help desk. There is at least one member of personnel with a degree in Library Science in house in the evenings and on Saturdays, allowing for sufficient staffing for a meaningful patron experience.
- Staff members now walk patrons to the stacks to find materials, allowing staff to refer patrons to programs and develop relationships with our patrons.
- Policies are being adjusted and streamlined to enhance patron experience.
- The on-boarding process has been overhauled to focus more on library philosophy before job duties.
- Continuing education for frontline staff members has expanded. The Power Library training from October continues to positively impact patron interactions.

Committee Reports:

- Finance Committee
 - The Library received a stock donation to Merrill Lynch for a Gala sponsorship.
 - Passports are projected to bring in \$90,000+ of income in 2024.
 - LCLS will pay \$90,000+ in system support services.
 - Amy Resh, as the System Administrator, recommended to the LCLS Board a two-phase plan to incrementally bill the System for the cost of services provided by the James V. Brown Library staff.
 - Marshall Welch III motioned to transfer the stock donation to the general fund, keep the \$26,709.02 in bequests from 2023 in the general fund, and approve the 2024 budget as presented. Mayor Derek Slaughter seconded the motion. All approved. Motion carried.
- Facilities Committee
 - The Facilities Committee is receiving clarifying building repair quotes and will return next month with a recommendation.
- Long Range Planning Committee
 - A five-year draft of the new Long-Range Plan was sent to the committee and will be presented in January.
- John Confer asked the Board to review the Draft of the 2024 Committee Appointments and to report to him whether or not changes need to be made.

Old Business:

- None

New Business:

- Borrowing Policy
 - The LCLS Board of Trustees elected to revoke the previous, out-of-date Borrowing Policy.
 - Each member library needs to have their own Borrowing Policy.
 - Rev. Kyle Murphy motioned to approve the Borrowing Policy. Dr. Tim Bowers seconded the motion. All in favor. Motion passed. The Borrowing Policy goes into effect on January 1, 2024.

Announcements

- Mayor Derek Slaughter informed us about the Remake Learning program with Christina Reed of BLaST IU17. He will connect BLaST with Amy Resh for a potential partnership.

The public meeting was adjourned at 12:56p.m. by John Confer.

An executive session followed the public meeting.

Meetings dates for 2024: January 18, February 15, March 21, April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 21, December 19

Minutes recorded and respectfully submitted by Nina Riggle.