

**James V. Brown Board Meeting Minutes**  
**Thursday, March 20<sup>th</sup> at 12:00 pm**  
**In-person and zoom**

**Trustees Present:** John Confer, President; Brette Confair, Vice President; Rev. Kyle Murphy, Secretary; Dr. Brooke Beiter, Rick Mirabito

**Trustees Present Virtually:** Marshall Welch, Treasurer; Gloria Greevy

**Trustee Absent:** Dr. Timothy Bowers, Mayor Derek Slaughter

**Trustee Emeriti Absent:** Thomas Burkholder, Trisha Gibbons Marty

**Guest Present:** Shelby Weber, Friends of the James V. Brown Library

**Guest Present Virtually:** Kaysey Beury, Leadership Lycoming

**Library Staff Present:** Amy Resh, Chief Executive Officer & Director; Robbin Degeratu, Assistant Director; Dana Brigandi, Development, Marketing and PR Director; Nina Riggie, Executive Assistant to the CEO

The meeting was called to order by President John Confer at 12:01pm.

**Mission Moment:** The Resource Fair in February brought together 19 community organizations with 95 attendees to share information about services in the Williamsport area for people in crisis. Donations of new and gently used items were collected and disbursed to attendees.

**Minutes:** Rev. Kyle Murphy motioned to approve the February 2025 minutes. Rick Mirabito seconded the motion. All in favor. Motion passed.

**Committee Reports:**

- The Facilities Committee met prior to the board meeting to discuss moving fiction books and shelves from the basement to the third floor of the Welch Wing.
- The Facilities Committee recommends the Library hire McNaughton & Latrobe Moving & Storage at the cost of \$12,700.
- Rick Mirabito motioned to hire McNaughton & Latrobe to move the fiction collection and shelves. Dr. Brooke Beiter seconded the motion. All in favor. Motion passed.
- Rev. Kyle Murphy motioned to move \$12,700 from the Merrill Lynch stock donation to the general fund account. Brette Confair seconded the motion. All in favor. Motion passed.

**Treasurer's Report - CFO/COO – Kristin Caringi**

*Highlights:*

- Total cash as of February 28, 2025 was \$922,340.
- Total investments as of February 28, 2025 was \$8,704,669.
- Passports brought in \$21,020 through the end of February 2025.
- A discussion about passport services at the Library followed.
  - The Library currently has 2-3 passport agents working at the same time to issue passports, especially on Saturdays.
  - The numbers of passports issued has doubled since before 2020.
- The reference line item expense is at 80% due to the Library's subscription to OverDrive for magazines.
- Brette Confair 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:*

- An audit was completed on all 19 forms to ensure we comply with federal agency requirements. This information is also being shared with LCLS member libraries.

- Kathleen Popowycz submitted her resignation from Youth Services Outreach Driver on Storymobile. Her last day is March 31, 2025.
- The part-time summer Public Services Assistant I position has been posted.
- Facilities has been busy with work orders.
- A new heater was ordered for Bookmobile. The heater was replaced in Book's Bus prior to being hit.
- The Library is waiting on additional information regarding the repairs need for Book's Bus.
- A leak was discovered in the roof of the Storymobile. Keith Bauer has ordered materials for the repair.
- The Pennsylvania Library Association sent out information about asking legislators for an increase of \$6.2 million to the public library subsidy.
- Amy Resh met with Lycoming County Planning regarding a survey about broadband internet throughout the county. Flyers, paper surveys and business cards have been received. These will be shared on the outreach vehicles and the Lycoming County Library System member libraries.
- Amy Resh attended the Lycoming County Commissioner's meeting on March 6. Resh also attended the Friends of the James V. Brown Library monthly meeting and the YWCA women's empowerment conference.
- All scheduled one-on-one trustee meetings have been completed.
- The Annual Report was submitted prior to the March 6<sup>th</sup> due date.
- A new Memorandum of Understanding is being drafted to present to the Plunketts Creek Township Supervisors.
- Amy Resh is attending the Friends and Trustees Institute, the Trustee Excellence Workshop, the Lycoming County Library System Board meeting, the Volunteer Reception, and the Bureau of Library Development Statewide Gathering.
- Krysta Norland is in the process of becoming certified Passport Acceptance Agent.
- Melissa Vollman, Passport Program Manager, is staying on top of changing requirements for Passport Acceptance and updates Acceptance Agents regarding every change.
- Staff executed 230 new passports in February. Staff assisted with 48 passport renewals.
- Public Service staff are assisting with an ongoing substantial weed of adult fiction.
- Leslie Crooks picked up materials from Book's Bus and has been assisting at the Youth Service Desk.
- Aria Meixel will assist Robbin Degeratu in packing the first round of local history materials to transfer to the Lycoming County Genealogical Society.
- Jen Heimbach completed a 30-hour online course about Interlibrary Loan systems.
- Marci Hubler continues to work with Ingram, a new materials provider, to test cataloging and processing.
- Doug Harkness will be upgrading the Lowry Room projector which is now nine years old.
- Harkness has obtained quotes for E-rate category 2.
- The Programming Department facilitated 23 programs in February.
- Nicole Rader is coordinating "Resource Wednesday" with local organizations an informational table about community resources in the Library.
- Nicole Rader visited two third-grade classrooms during Read Across America Week.
- Nicole Rader partnered with the Junior League of Williamsport and the Otto Bookstore on a new "Baby's First Book" initiative and launch at UPMC.
- A Women's History Month presentation will take place at the end of March.
- Lycoming County Master Gardener, Heather Allison, will present on Lasagna Gardening techniques.
- Summer Learning Prizes are being acquired, including a library tiger.
- Development, Marketing, & PR – Dana Brigandi
  - Dana Brigandi shared a volunteer sign-up sheet for Sips & Stories hosted by the Friends of the James V. Brown Library.
    - Four billboards with Lamar will advertise the event over 2 months.
  - Betty Gilmour stopped by to see the roof prior to Raise the Region.
  - Summer Learning appeals to "Sponsor a Summer Learner" have been sent out. A new online system has seen donations coming in already.
  - Brigandi has spoken with the Community Theater League and the Taber Museum about museum passes available for check out to Library patrons.

## **New Business**

- Resolution for Merrill Lynch Building Endowment
  - RESOLVED, that any one of the following officers of the corporation or organization is authorized and empowered to execute and deliver Advisory Agreements on behalf of the

corporation or organization, and to select and appoint one or more investment advisers, managers or other persons or entities with full power and authority to buy and sell securities on a discretionary basis for the corporation's or organization's account(s) with Merrill Lynch, Pierce, Fenner and Smith Incorporated and as otherwise provided for in the applicable Advisory Agreements.

Resolved, further, that this resolution shall be and remain in full force and effect until written notice of revocation hereof shall be delivered to Merrill Lynch.

- Marshall Welch motioned to sign the Resolution for Merrill Lynch Building Endowment. Rick Mirabito seconded the motion. All in favor. Motion passed.

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

- The Friends of the James V. Brown Library report total cash at \$59,840 after a \$10,000 gift to the James V. Brown Library.
- The Volunteer Appreciation event is upcoming. The Friends will name their volunteer of the year soon.
- The Governing Committee has been meeting regarding updated bylaws and an Memorandum of Understanding with the James V. Brown Library to help with organization.
- The Friends of the Library t-shirts have arrived for Sips and Stories.

**Announcements:**

- Rev. Kyle Murphy announces that Pennsylvania Department of Transportation has informed Christ Episcopal Church of road and sidewalk construction that could limit access to their parking lot for the time being.
  - Fourth Street is being converted to two-way from one-way from Penn to at least Mulberry.
  - No information has been shared with the Library about changes to Fourth Street.
  - There was a brief discussion about the use of the Fourth Street entrance.

John Confer adjourned the public meeting at 12:46pm.

An executive session followed.

**Meeting dates for 2025: April 17, May 15, July 17, August 21, September 18, October 16, November 20, and December 18**

*Minutes recorded and respectfully submitted by Nina Riggle.*