

**James V. Brown Board Meeting Minutes**  
**Thursday, October 17<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, Dr. Timothy Bowers, Rick Mirabito, Mayor Derek Slaughter

**Trustees Present Virtually:** Gloria Greevy

**Trustees Absent:** Marshall Welch, Treasurer

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

**Guests Present:** John Compton and Liz Mahaffey, Baker Tilly; Shelby Weber, Friends of the James V. Brown Library

**Guest Present Virtually:** Becky Winters, Leadership Lycoming

**Library Staff Present:** Amy Resh, Chief Executive Officer & Director; Kristin Caringi, Chief Financial Officer; Robbin Degeratu, Assistant Director; Dana Brigandi, Development, Marketing, and Public Relations Director

The meeting was called to order by President John Confer at 12:03pm.

**Mission Moment:** Amy thanked the Board of Trustees for their support and participation at the Author Spotlight on October 10. The virtual event and format change were well-received by those in attendance.

**Minutes:** Brette Confair motioned to approve the September 2024 minutes. Dr. Timothy Bowers seconded the motion. All in favor. Motion passed.

**Correspondence:** None

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

- Audit presentation – John Compton and Liz Mahaffey, Baker Tilly
  - Baker Tilly praised Kristin Caringi and Karen Confer for their excellent cooperation. This was a Generally Accepted Audit Principles audit (GAAP) with an unmodified opinion, which is the highest level they can give. Internal controls are in place. There are no material weaknesses identified and no unrecorded audit adjustments. All appropriate disclosures have been properly reflected in the financial statements and footnotes.

*Highlights:*

- Total cash as of September 30, 2024, was \$1,440,437.
- Total investments were at \$8,074,020.
- Passport revenue for January through September was \$68,760.
- Mayor Derek Slaughter motioned to approve the treasurer's report. Dr. Brooke Beiter seconded the motion. All in favor. Motion passed.

**Committee Reports:**

- None

**Chief Executive Officer & Director's Report – Amy Resh**

*Full Report attached; Highlights include:*

- An offer was made but declined by a new Collections and Technical Services Director.
- There are three additional candidates to consider.
- Sheila Howarth has filled the Programming Professional role and begins on October 21.
- Keith Bauer, Robbin Degeratu and Doug Harkness visited the Barbours Library Link in Planketts Creek on October 4 to install new equipment and furniture provided by grant support from the First Community Foundation Partnership.

- Amy Resh attended many community building and professional events. Including the Pennsylvania Library Association conference in Harrisburg where she met with Senator Yaw's staff on October 9. She also attended Elevate2 Nonprofit Conference at Bucknell University.
- Robbin Degeratu completed "Polaris Reports A-Z" training in September.
- Robbin Degeratu and Courtney Schonewolf presented "Blueprint for Excellence: Crafting an Effective Operations & Procedures Manual" at the Pennsylvania Library Association Annual Conference in Harrisburg.
- The Student Study Room opened for patron reservations on October 15th. The Library now has two reservable spaces for patrons who need a semi-private workspace.
- Tarot cards have been added to the circulating collection at the Help Desk as a result of community feedback from the STEP Community Needs Assessment Report.
- Doug Harkness worked with BLAST IU 17 to complete the setup and installation of the new phone system for a September 30 rollout. There have been challenges with the new system's functionality.
- The James V. Brown Library hosted 45 events in September, including 27 events for children, 9 for adults, and 9 for all ages.
- The programming department established new partnerships with STEP: Office of Aging, West Branch Drug and Alcohol, and Crossroads Counseling. Nicole Rader spoke with 300 participants at Representative Hamm and Senator Yaw's 2024 Senior Expo.
- Additionally, Jacquie Weaver is partnering with two local fire departments for off-site events for Fire Safety Month.
- Author Spotlight totals will be delayed after the October 10 event due to the October 14 holiday and staff time off.
- \$5,000 was received from PPL for EITC funding.
- A donor event will take place from 4 to 6 p.m. Thursday, November 7, at DiSalvo's Wine Bar. DiSalvo's is generously donating the space to the library at no charge.
- It was noted that in-person visits are up over 2023 and nearly 2,000 library cards were made this year, bringing the total number of JVB library cardholders to 35,455.

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

- The Friends' balance is \$68,790.92.
- The Fall Book Sale, held Sept. 26-28, raised \$5,568, which was significant because the decreased quality of book donations meant the Friends took 300 fewer boxes of books to the sale. 10 new Friends members were signed up by Amy on the Thursday Friends Preview Night.
- The Friends are interested in sponsoring a big-ticked event; Amy and Dana will attend the November Friends Board Meeting with an ask.

#### **Old Business:**

- None

#### **New Business:**

- John Confer shared a handout from Pennsylvania College of Technology.

#### **Announcements:**

- None

John Confer adjourned the public meeting at 12:38pm.

#### **Meetings dates for 2024: November 21, December 19**

**Meeting dates for 2025: January 16, February 20, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20, and December 18**

*Minutes recorded and respectfully submitted by Dana Brigandi, edited by Nina Riggle.*