

James V. Brown Board Meeting Minutes
Thursday, October 19th at 12:00 pm
In-person and zoom

Trustees Present: John Confer, President; Brette Confair, Vice President; Marshall Welch III, Treasurer; Rick Mirabito, Rev. Kyle Murphy, Dr. Tim Bowers, Gloria Greevy (zoom)

Trustees Absent: Trisha Marty, Mayor Derek Slaughter, Tom Burkholder

Library Staff: Amy Resh, Executive Director; Kristin Caringi, Chief Financial Officer (zoom); Karen Confer, HR and Facilities Director; Dana Brigandi, Development, Marketing, and Public Relations Director; Nina Riggle, Executive Assistant

Guests: none

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

Mission Moment: Jacquie Weaver hosted a Fire Safety and Prevention program with the Williamsport Bureau of Fire. Over 40 participants learned more about how firefighters dress, the tools they use, and began discussing their own fire safety plans.

Minutes: Marshall Welch motioned to approve the September 2023 minutes. Brette Confair seconded the motion. All in favor. Motion carried.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- The 990 was reviewed and must be submitted by November 15.
- Rev. Kyle Murphy made a motion to accept the 990 as it is. Brette Confair seconded the motion. All in favor, motion carried.
- The third payment was received from the county. We received a bequest from the Hershberger Estate. Dr. Tim Bowers made a motion to accept the treasurer's report. Rev. Kyle Murphy seconded the motion. All in favor, motion carried.

Executive Director's Report – Amy Resh

Highlights:

- Welcoming Nina Riggle, executive assistant and welcoming back Kristen Caringi from her leave in a part-time capacity.
- The Library will be posting and recruiting an Outreach Supervisor and Bookmobile Driver. The Bookmobile may be off road until January 2024.
- Keith Bauer and Amy Resh are still gathering HVAC quotes for the ARPA Grant request.
- Minor maintenance to the basement windows has helped. Additional quotes are being sought to replace the sills and windows original to the building.
- There was a District Advisory meeting on October 11th.
- Amy continues to meet with staff members one-on-one, including riding along in each of the mobile libraries.
- Beginning in November, James V. Brown Library will be extending its hours.
- Kate Shaw and Nicole Rader are purchasing materials for the outreach vehicles.
- Jacquie Weaver and Robin Splain attended Lycoming Out Day meeting with ~150 people.
- Programs highlighted include Family Book Bingo, Crafternoon, and ToastMasters.

Marketing Highlights – Dana Brigandi

- The Author Gala raised approximately \$35,000.
- Own-A-Day renewals will be sent out on November 1 and are projected to bring in \$18,000 of unrestricted funding.
- Dana continues to consider additional fundraising ideas; discussion of sit down dinners alternating with Author Galas.

- Author Galas have brought in \$356,686 since 2010. While there are no exact figures prior to 2010, the total profit for the Author Galas since 2002 is around \$500,000.
- Dana is stewarding relationships with the 99 donors who made their first donations to the Library.
- Giving Tuesday is on November 28th.

Committee Reports:

- Long Range Planning Committee will meet on November 8th from 8:00am – 11:00am.
- The Nominating Committee met with Brooke Beiter, in light of the resignation of Trisha Marty.
 - Rick Mirabito made a motion to accept the recommendation of the Nominating Committee to submit a letter to the Williamsport City Council recommending Dr. Brooke Beiter to be appointed to the James V. Brown Library Board of Trustees. Dr. Tim Bowers seconded the motion.
 - There was opposition from Gloria Greevy. After a discussion, the motion was carried.
- Rick Mirabito made a motion to continue with the existing leadership team slate for the Board of Trustees in 2024, including John Confer, President, Brette Confair, Vice President, Marshall Welch, Treasurer and Rev. Kyle Murphy as Secretary. Marshall Welch seconded this motion. All in favor, motion carried.

Old Business:

- A final review and discussion of the following policies: Asset Management Policy, Fixed Asset Policy, Personnel Manual, Photography Filming and Recording Policy, and Purchasing and Procurement Policy.
- Marshall Welch moved to accept all policies with one adjustment to the Personnel Policy to include a statement that holidays would be approved annually by the Board. Rick Mirabito seconded the motion, all in favor, and the motion carried.
 - All policies will be effective January 1, 2024.

New Business:

- The Library requested to close early on November 22 at 3pm. Rick Mirabito motioned to accept this suggestion. Rev. Kyle Murphy seconded the motion. All in favor, motion carried.
- The Library requested to be closed on December 26. Dr. Tim Bowers motions to accept this suggestion. Rev. Kyle Murphy seconded the motion. All in favor, motion carried.

Announcements

- John Confer announced that a new member is needed for the District Advisory Council.
 - Rick Mirabito expressed interest in this position
 - Dr. Tim Bowers motioned that Rick Mirabito should take the position on the District Advisory Council. Rev. Kyle Murphy seconded the motion. All in favor, none opposed.

The public meeting was adjourned at 1:11 p.m. by John Confer.

Remaining meetings Dates for 2023: November 16, December 21

Minutes recorded and respectfully submitted by Nina Riggle.