

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

Trustees Present: John Confer, President; Brette Confair, Vice President; Trisha Marty, Secretary, Marshall Welch III, Treasurer; Rick Mirabito, Rev. Kyle Murphy, Mayor Derek Slaughter, Dr. Tim Bowers, Tom Burkholder

Absent: Gloria Greevy

Library Staff: Amy Resh, Executive Director; Kristin Caringi, Chief Financial Officer; Nicole Rader, Programming and Youth Services Director; Karen Confer, HR and Facilities Director;

Guests: John Compton, Baker Tilly

The meeting was called to order by President John Confer at 12:14 p.m.

Mission Moment: Miss Jacquie held a Kindergarten Prep program this summer. It was well received and attended. She plans to do it again next year and is looking for ways to expand it. Dr Bowers suggested partnering with WASD and their kindergarten camp next year.

Public Comments: No public attending

Minutes: Rick Mirabito made a motion to approve the July 2023 minutes. Seconded by Dr. Tim Bowers. All in favor. Motion carried.

Audit Review: John Compton from Baker Tilly presented the 2022 James V Brown audit. This was an investment performance audit. The library received an unmodified opinion, which is the highest rating that can be received. John thanked Kristin and Karen for their continued excellent work. New accounting policies were adopted this year but had no impact on any of the financial statements.

CFO/COO – Kristin

Financial Reports highlights:

- JVB 2022 990 will be sent out to the board as soon as it is received from Baker Tilly for Board approval
- Total cash as of August 31st was \$858,679.00. The balance in the investments accounts as of August 31st is \$6,872,255.00.
- We are receiving an interest rate from Jersey Shore State Bank in the amount of 4.2%

Rev. Kyle Murphy made a motion to approve the financial reports. Seconded by Mayor Derek Slaughter. All in favor. Motion carried.

Correspondence: no correspondence

Executive Director – Amy Resh

- Complete report is attached. Highlights included:
- The Executive Assistant, Full time Public Service Assistant and one Part time Public Service Assistant positions have been filled. We are currently advertising for an additional part time Public Service Assistant to begin in November when the Library begins its new extended hours schedule
- We received one quote for replacing HVAC units for the ARPA grant. This was from A.C. Dixon in the amount of 1.2 million to redo the entire library, including air returns on the vintage side. We are still seeking additional quotes.
- Keith is obtaining quotes to replace the window wells on the Vintage side. The quote includes both windows and framing. He is estimating \$20,000 per window.
- The Library's insurance renewal rates increased 15.35% from last year. The new rates will go into effect on September 1st.
- Geisinger Health Insurance will renew on December 1st with a 1% increase.
- The Transit is scheduled to arrive this fall.

- We are still waiting for District Aid
- Amy has met with Lycoming College Outreach, FCFP, United Way, and Jersey Shore Bank
- Amy will be presenting at the PaLA Conference on Cultivating Municipal Support.
- The Friends donated \$9,000 for Hoopla. .
- The Own-a-Day renewal mailing has been sent.
- Annual Fund letter will go out in November.
- Gala tickets have not been as robust as we were hoping for. Ideas were discussed about possibly returning to having a sit down dinner, bringing in other types of authors and getting additional corporate sponsorship.

Youth Services and Programming Presentation: Nicole discussed the wide range of resources to help people connect and grow.

- Improving and adjusting community support and operations
- Acquiring additional partnerships from local organizations
- Baby Café partnership with UPMC
- River Valley Transit Partnership Program
- We now have an AmeriCorps volunteer to assist us with additional adult programming.
- Looking forward to new, creative, and inclusive programs to reach non-library users as well as more services to the entire community.

Committee Reports:

- The Long-Range planning committee met and suggested a joint meeting with the entire Board of Directors and the ADM team. A doodle poll will be sent out to select possible dates for this joint meeting.

Old Business:

- No old business

New Business:

- Amy asked the board to close the library on October 17th for POWER library training
 - Dr. Tim Bowers made a motion to approve. Seconded by Rev. Kyle Murphy. All in favor. Motion carried.
- Amy presented the following draft policies for consideration. The board will review these and vote to accept or reject at the board meeting in October.
 - Fixed Asset Policy, Asset Management Policy, Purchasing and Procurement Policy, Personnel Manual and the Photography, Filming and Recording Policy.
 - An addition to the Personnel Policy was added that wasn't included in the packet: staff should call out an hour before shift to be able to find coverage.

The board will review and vote on these policies at the board meeting in October.

The public meeting was adjourned at 1:25 p.m. by John Confer, followed by an executive session.

Remaining meetings Dates for 2023: October 19, November 16, December 21

Minutes recorded and respectfully submitted by Di Berl.