

James V. Brown Board Meeting Minutes
Thursday, September 17 at 12:00 PM
In-Person and Zoom

Trustees Present: Rev. Kyle D. Murphy, Vice-President; Rick Mirabito, Secretary; John Confer; Dr. Brooke Beiter; Dr. Timothy Bowers

Trustees Absent: Brette Confair, President; Marshall Welch III, Treasurer; Mayor Derek Slaughter

Trustee Emeriti Absent: Gloria Greevy; Trisha Gibbons Marty; Thomas Burkholder

Guests Present: Tyler Sawyer; Shelby Weber; Jennifer McLean

Library Staff Present: Amy Resh, Chief Executive Officer & Director; Kristin Caringi, Chief Financial Officer & Chief Operations Officer; Andrew Henley, Assistant Director; Tracy Carey, North Central Library District Consultant; Keith Bauer, Facilities Manager; Allison Panczyszyn, Executive Assistant to the CEO

The meeting was called to order by Murphy at 12:03 PM

Employee Spotlight: Sheila Howarth

- Howarth's history in programming at the Herr Memorial Library was noted. Resh shared her appreciation for the creative new programs Howarth has brought to the Library, including Howarth's certification as a yoga instructor.

Minutes: Confer motioned to approve the August 2026 minutes. Mirabito seconded the motion. All in favor. Motion carried.

Committee Reports:

- Finance Committee
 - The annual review of investments with Michael Bush of Merrill Lynch was reviewed during the committee meeting. Trustees were sent a copy of the report after the committee meeting.
- Nominating Committee
 - Mirabito thanked all of the Trustee Applicants for attending the meeting, and noted that all current Board Members would be invited to attend interviews.
- Community Approach Committee
 - Confer noted that the Committee discussed having library supporters attend County Commissioner meetings, particularly when the Library is not on the agenda. It was mentioned that a Lycoming County Library System Board Member has a few individuals in mind and he would approach them.
 - Resh noted that yard signs have arrived, and offered them to all attendees
 - Mirabito suggested an advisory committee, who would focus on communicating with officials, educating individuals, and give feedback to board members

Treasurer's Report - CFO/COO - Kristin Caringi

Highlights:

- Caringi highlighted expenses are currently in line for the year.
- Dr. Beiter motioned to approve the financial report. Confer seconded. All in favor. Motion carried.

Chief Executive Officer & Director's Report - Amy Resh

Highlights:

- September is Library Card Sign Up Month, and the Library has partnered with local businesses to offer discounts to card holders.
- Both the Public Service Coordinator and Marketing, Development and Public Relations Director positions have been filled and will start on September 28.
- Resh thanked Henley for his work with Library volunteers, and noted the increase in volunteers. She also gave kudos to staff member Jill Wollet for the new Volunteer Vibes newsletter.
- The annual Library Gala was held on September 10, with fifty thousand dollars raised this year. Resh thanked the Friends of the Library for their generous monetary support. Mirabito noted that an in-person author was a key aspect to the success of the event

Baseball Conference Presentation – Andrew Henley

Highlights:

- Henley presented an overview of a potential three-day Baseball Conference to be held in spring of 2027. He highlighted that the goals of the initiative were to strengthen relationships with elected officials and local organizations, increase tourism in the area and to help offset the revenue lost from Passport Services.
- Trustees were excited by this idea, offering a variety of suggestions and ideas, as to who to contact, who to partner with, and types of activities to include. A brief discussion was held on the projected revenue, with a note being made that the conference was in the very early planning stages.

Old Business

- Junior League Lease
 - The lease was emailed to the Junior League Board for review & approval at their next meeting
- Technology Center Plans
 - A discussion was held about the design, particularly with columns being removed to meet ADA standards. It was noted that changes to the design can always be made after approval, but that the project could not move forward without an approved design.
 - Confer asked the if staff could look into getting a Historical Site Exemption
 - Dr. Bowers motioned to approve the design plan for the Technology Center. Dr. Beiter seconded. All in favor. Motion approved
 - Mirabito motioned to have money taken from the capital improvement fund to pay for the codes application. Confer seconded. All in favor. Motion approved.

New Business

- North Central Library District Resolution
 - **WHEREAS**, in accordance with Pennsylvania Statute Title 24 § 9314, a local library shall be designated by the State Librarian to serve as a District Library Center; and

WHEREAS, James V. Brown Library has been designated the District Library Center for the North Central Library District; and

WHEREAS, James V. Brown Library, in its capacity as the District Library Center, agrees to meet or surpass the minimum standards set forth in the regulations outlined in Pennsylvania Code Title 22 § 141.22. District Library Centers; and

WHEREAS, in accordance with regulations, there shall be an advisory council to the District Library Center to review the district budget and help develop the district plans, policies, services, and programs; and

WHEREAS, the advisory council shall consist of a librarian and a trustee, and membership shall not be less than 9 members, one of whom must be from the district center board, and shall include at least 30% trustees and at least 30% librarians; and

WHEREAS, the District Library Center shall have the option to develop a plan of membership for the advisory council;

NOW THEREFORE, BE IT RESOLVED, to remain in compliance with the Statutes and Regulations designated for District Library Centers, the James V. Brown Library Board of Trustees, as the District Library Center, resolves that the advisory council shall include:

- a. One member of the James V. Brown Board of Trustees.
 - b. Each North Central Library District member library applying for state aid shall have membership with one designated seat on the advisory council.
 - c. Local member library Trustees shall make up 30% of the advisory council membership and will be appointed on a rotation basis between member libraries.
- o Confer motioned to approve the resolution. Dr. Beiter seconded. All in favor. Motion carried.

Friends of the James V. Brown Library Report - Tom Zimmerman, President

- The Friends are currently looking for new volunteers and board members
- There will be a Book Sale on September 17 through 19 and a Book Review on October 2, in the Lowry room

Announcements:

- Murphy noted that he would like the Board to send a formal 'Thank You' letter to the Gala Committee.

Motion was made to adjourn by Dr. Beiter for an Executive Session. Seconded by Mirabito. All in favor. Motion carried.

The public portion of the meeting concluded at 1:10 PM

Minutes respectfully submitted by Allison Panczyszyn.