

## Lycoming County Library System Board Meeting

February 20, 2024, at noon

In-person at the Muncy Public Library: 108 S. Main Street, Muncy, PA and virtually via Zoom

**Trustees Present:** Diane Eck, President; Christie Foresman, Vice President; Ben Brigandi, Secretary; Dennis Correll, Commissioner Mark Mussina, Diane Schneck

**Trustees Present Virtually:** John Confer, Patricia Shipman

**Trustees Absent:** Larry Stout, Treasurer

**System Staff Present:** Amy Resh, System Administrator; Kristin Caringi, Chief Financial Officer; Nina Riggle, Executive Assistant to the JVB CEO

**Guests:** Amber Adams, Montgomery Area Public Library; Corey Breneisen, Muncy Public Library; Charlene Brungard, Jersey Shore Public Library; Evelyn Derrick, Muncy Public Library; Penny Johnson, Hughesville Area Public Library; Robert Weaver, Dr. W.B. Konkle Memorial Library

**Call to Order:** Diane Eck called the meeting to order at 12:01pm

**2024 LCLS Board Officer Nominations:** John Confer motioned to reappoint the following officers: Diane Eck, President; Christie Foresman, Vice President; Larry Stout, Treasurer; Ben Brigandi, Secretary. Diane Schneck seconded the motion. All in favor. Motion carried.

**Public Comment:** None

**Correspondence:** The Lycoming County Library System received a letter from outgoing Commissioner Richard Mirabito thanking the Board for the thoughtful gifts and remembrances regarding their eight years on the System Board.

**Review of Minutes:** A correction was made to the proposed December minutes. Christie Foresman made a motion to approve the December minutes. Second by Ben Brigandi. All approved. Motion carried.

**Financial Report:** Kristin Caringi

Highlights:

- The LCLS audit is underway.
- The final budget for January-December 2023 was presented in the board packet.
- The LCLS General Fund Cash Balance as of January 31, 2024 was \$597,679.95.
- The first payments from the Lycoming County Commissioner was received.
- The LCLS bank account is earning 4.5% interest rate.
- The first quarter payment to LCLS Member Libraries was sent out on February 8, 2024.
- The computer software for Polaris was purchased.
- The cost of the Summer Learning Performer will be ~\$4,000, which is above the projected \$3,000. There will be no budget revision.
- Diane Schneck motioned to approve the January 2024 Financial Report. Christie Foresman seconded the motion. All approved. Motion carried.

**System Administrator's Report:** Amy Resh

Highlights:

- Wendy Durant started on January 15<sup>th</sup> as Technical and Digital Services Professional.

- Amy Resh and Nicole Rader met with BLAST IU to discuss a new initiative, Remake Learning, May 2-22, 2024. This partnership and funding opportunity was shared with member library directors at the January Directors'.
- Resh recorded content for Bigfoot Legends Radio in Williamsport to increase awareness of the LCLS and System library services.
- Resh requested that the Lycoming County Commissioners appoint and reappoint LCLS trustees on January 3, 2024.
- Resh met with Representative Jamie Flick and Senator Yaw's office to showcase extended System outreach funded through County Coordination Aid.
- Robbin Degeratu presented the revised LCLS User Behavior Policy at the January Directors' Meeting to full attendee approval.
- Resh is working on the System's State-required Annual Report.
- Resh will attend a Lycoming County Commissioners' Meeting in March for the bi-yearly update; the date is TBD.
- In December and January, member libraries shared over 10,000 items via delivery.
- The replacement transit van was delivered on January 17 and is being wrapped by Abby Sign.
- Four of the six-member libraries' top choice for a Summer Learning Performer was the Forgotten Friends Reptile Show and planning for the sessions is underway.
- Doug Harkness is working on plans to support member libraries who need to replace computers before the October 2025 deadline for Microsoft Windows 10 support.
- In an effort to streamline IT efforts member libraries received a technology procedure document that includes instructions on using the IT work order system for better tracking.
- Dana Brigandi shared a list of fundraising ideas for member libraries at their request.
- Brigandi continues to post to member libraries social media channels.
- Brigandi also support Hughesville Area Public Library's Pilcrow Foundation grant request.

#### Year in Review

- Resh supplied a System Focused Year in Review to the LCLS Board of Trustees. Also presented was a Year in Review pamphlet that was more member library focused created using data that is submitted to the state.
- Highlights:
  - Almost 50% of residents have library cards
  - Patrons saved \$52 per year using LCLS Libraries
  - Looking ahead to 2024 will bring new LCLS library cards available to all member libraries, if they would like to use them

#### Committee reports:

- Long-range Planning Committee
  - The Committee developed the Long Range Plan based on member library director feedback.
  - The long range plan was presented at the January Directors' Meeting to the approval of all attendees.
  - Dennis Correll motioned to approve the LCLS Long Range Plan. Ben Brigandi seconded the motion. All in favor. Motion carried.

#### Old Business:

- None

#### New Business:

- LCLS User Behavior Policy – DRAFT
  - The LCLS User Behavior Policy was presented at the January Directors' Meeting, all in attendance, five of the six member library directors approved this policy.

- Christie Foresman motioned to approve the LCLS User Behavior Policy. Dennis Correll seconded the vote. All in favor. Motion carried.
- System Education Presentation
  - Presented by System Administrator Amy Resh.
  - Diane Eck asked that Resh to present this information to all Member Libraries Board of Trustees.

**Announcements:**

- Diane Eck utilized this meeting time to open a discussion regarding Member Library feedback about System Services.

Ben Brigandi motioned to adjourn the meeting. Dennis Correll seconded the motion. The meeting was adjourned at 1:34pm

LCLS Board Meetings and locations in 2024: April 9<sup>th</sup>, Hughesville Area Public Library; June 11<sup>th</sup>, Dr. W.B. Konkle Memorial Library; August 13<sup>th</sup>, James V. Brown Library; October 8<sup>th</sup>, Jersey Shore Public Library; December 10<sup>th</sup>, Montgomery Area Public Library

*Respectfully submitted by Nina Riggle*