

**MONTGOMERY COUNTY-NORRISTOWN PUBLIC LIBRARY
BOARD OF DIRECTORS' MEETING**

Monday, April 19, 2021 at 4:30 p.m. via Zoom meeting

PRESENT

Mary Metz	Matthew Puk	Cathy Sweeney
Mark Turetsky	Jules DeLuzio	

ABSENT

Doug McCann	Kelly Isett	Chuck Wilson
-------------	-------------	--------------

STAFF

Karen DeAngelo, Executive Director
Cliff Hirst, Administrative Assistant
Li Kang, Accountant and Benefits Administrator

OTHERS PRESENT

Theresa F. Martini	Michael Angstadt	Andrea Philo
--------------------	------------------	--------------

CALL TO ORDER

President Cathy Sweeney called the meeting to order at 4:35 p.m.

APPROVAL OF MINUTES

Matt moved to approve the minutes of the March 15, 2021 Board Meeting. Mark seconded the motion. The motion passed.

REVIEW OF FINANCIAL STATEMENT

The following is a summary of the financial statements for the month ending March 31, 2021 as presented at the meeting:

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$1,987,417.45	\$1,877,329.00
Endowments and Investments	\$931.84	\$7,501.00
Grants and Fundraising	\$14,422.66	\$30,633.00
Fines and Service Income	\$2,066.59	\$15,966.00
Total Revenue	\$2,004,838.54	\$1,931,429.00
EXPENSES		
Total Personnel costs	\$828,493.65	\$872,362.51
Library Materials	\$41,270.47	\$181,480.93
Furniture & Equipment	\$5,404.27	\$9,799.94
Automation	\$24,896.75	\$26,443.78
Operating expenses	\$130,353.26	\$138,123.66
Total Expenses	\$1,030,418.80	\$1,228,210.82

**MONTGOMERY COUNTY-NORRISTOWN PUBLIC LIBRARY
BOARD OF DIRECTORS' MEETING**

Jules moved to approve the financial statements and file them for audit. Matt seconded the motion. The motion passed.

APPROVAL OF BILLS OVER \$1,000

Mark moved to approve the bills over \$1,000. Matt seconded the motion. The motion passed.

PRESIDENT'S REPORT

Cathy Sweeney

Cathy discussed the annual fundraiser, Booktoberfest, to be held at the Elmwood Park Zoo on Thursday, October 14, 2021 from 5 p.m. to 8 p.m. Cliff reported that he is working with a Catchafire volunteer to develop graphics to promote the event. Catchafire is a service that connects nonprofits with professional volunteers, such as graphic designers and accountants. MC-NPL's access to Catchafire is provided by the Philadelphia Foundation. Matt introduced Theresa F. Martini as prospective new board member to take his seat on the board. Karen will follow up with Theresa before the next meeting. If Theresa remains interested in serving on the board we will bring her candidacy to a vote at the May meeting.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen presented her report.

It's time to contact state legislators to advocate for library funding in Pennsylvania's forthcoming budget. Here is a link to help you find your state legislators:

https://www.legis.state.pa.us/cfdocs/legis/home/findyourlegislator/county_list.cfm?CNTYLIST=MONTGOMERY

Please recall that one talking point is that we are presently not paying our inter-library delivery drivers the prevailing wage for their work, and we are having difficulty recruiting for vacant positions. To reach the prevailing wage of \$16.25 per hour would require a 16% increase in the wage, resulting in a total additional cost of about \$22,000 per year for the District. Our inter-library delivery service (aka "Pony Express") is entirely funded by state money and is one of the most highly valued services that we provide.

Per new CDC guidelines, we reduced the quarantine period for returned library materials from 72 to 24 hours. This change was effective on Monday, April 5, 2021.

Per recommendation from our workers' compensation insurer, the Delaware Valley Trusts, we will move to employee self-screening for body temperature and COVID-19 symptoms on Monday, May 3, 2021. Cliff prepared a form for all employees to initial daily upon arrival for their shift.

**MONTGOMERY COUNTY-NORRISTOWN PUBLIC LIBRARY
BOARD OF DIRECTORS' MEETING**

The 2020 audit is complete. After Maillie delivers the audit document we will be able to prepare and publish our internal annual report. The state annual report is complete and has been submitted.

MCLINC members are engaged in reprofiling our Polaris online catalog. The project amounts to hitting the reset button on our online catalog and rebuilding it from scratch. It is a very large project; Karen has already attended over 25 hours of meetings on the matter and more are to come. Karen noted that part of the project will involve reviewing our fines policy, which will be on the agenda at the next board meeting. After the reprofiling is complete fines and fine limits will be determined by the transacting library rather than the owning library. Rationalizing our fines policy will improve the patron experience.

Our One Book, One County event with author David Baldacci will be held on Thursday, April 29, 2021 at 7 p.m. Local author Jon McGoran will be emcee. Tickets are available at <https://www.eventbrite.com/e/a-conversation-with-david-baldacci-tickets-148804860343>

The last of the District Consultant Librarian interviews will be completed tomorrow. An interview for the open Head of Children's position is to be held this week.

Karen proposed a new staff position, Director of Operations. From her board report of April 15, 2021: *"As a direct report to the MC-NPL Executive Director, the Director of Operations oversees the day-to-day operation of the Main Library and District Library Center located in Norristown, including facility management. Supports the organization's mission, goals, and strategic plan. Supervises, coaches, monitors, and evaluates the department managers. Ensures the quality and compliance of interlibrary loan, interlibrary delivery, reference, and digital services provided to district member libraries. Coordinates with the Administration staff regarding budgeting, risk management, public relations marketing, fund development, and grant writing. As the agency's lead manager, drives and facilitates organization-wide project teams."*

Karen noted that the position would be funded with the salary from the former Head of Readers' Services position. The new position would effectively function as a Branch Manager for the Main Library, freeing the Administration from day-to-day responsibility for facilities management and other functions. This would make it possible for the Administration to focus on higher-level tasks such as outreach, strategic planning, and development. The position would be advertised internally for two weeks.

Jules moved to establish a Director of Operations position for the Main Library as presented in the Executive Director's report of April 15, 2021. Mary seconded the motion. The motion passed.

Karen noted that there is a new Extension bookmobile stop in Towamencin Township at Fischer's Park. We are hopeful that this stop will continue after its initial planned run through the end of the summer.

**MONTGOMERY COUNTY-NORRISTOWN PUBLIC LIBRARY
BOARD OF DIRECTORS' MEETING**

Karen reported that MC-NPL was awarded a grant in the amount of \$1,040.00 by the Rotary Club of Norristown via the Montgomery County Foundation. This grant is in celebration of the Rotary Club of Norristown's 100 year anniversary. The grant will be used to purchase 100 children's books. Each item purchased with these grant funds will include a bookplate acknowledging the Rotary Club of Norristown's gift.

FRIENDS OF MONTGOMERY DISTRICT LIBRARY CENTER REPORT

Doug McCann

Doug being absent, there was no report from the Friends.

NEW BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Mark moved to adjourn the meeting. Matt seconded the motion. The motion passed. The meeting adjourned at 5:14 p.m.

Respectfully submitted,

Cliff Hirst
Administrative Assistant

Next Board Meeting: The next board meeting is scheduled for Monday, May 17, 2021 at 4:30 p.m. via Zoom meeting.