

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

Monday, September 20, 2021 at 4:30 p.m.
in the Community Room of the Montgomery County-Norristown Public Library

PRESENT

Mark Turetsky	Chuck Wilson	Jules DeLuzio	Cathy Sweeney
Mary Metz	Doug McCann	Theresa Martini	

ABSENT

Kelly Isett

STAFF PRESENT

Karen DeAngelo, Executive Director
Tracey Reed, District Consultant
Li Kang, Accountant and Benefits Administrator
Cliff Hirst, Administrative Assistant

OTHERS PRESENT

None.

CALL TO ORDER

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

APPROVAL OF MINUTES

Chuck **moved** to approve the minutes of the June 21, 2021 Board Meeting. Doug **seconded** the motion. **The motion passed.**

REVIEW OF FINANCIAL STATEMENT

Chuck Wilson

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

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$3,821,049.03	\$3,735,178.50
Endowments and Investments	\$8,888.26	\$16,336.00
Grants and Fundraising	\$34,407.40	\$71,668.00
Fines and Service Income	\$23,876.05	\$42,546.00
Total Revenue	\$3,888,220.74	\$3,865,728.50
EXPENSES		
Total Personnel costs	\$2,182,844.57	\$2,315,030.56
Library Materials	\$351,040.39	\$486,469.28
Furniture & Equipment	\$13,855.07	\$26,133.24
Automation	\$55,319.12	\$74,516.68
Operating expenses	\$316,434.54	\$336,582.78
Total Expenses	\$2,919,493.69	\$3,238,732.54

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Chuck reviewed the financial statements ending August 31, 2021. Overall, revenue is favorable to budget. On expenses, personnel costs remain below budget due to open positions. Library materials are lower than budget in part due to the Polaris reprofiling.

Mark **moved** to file the financial statements for audit. Mary **seconded** the motion. **The motion passed.**

APPROVAL OF BILLS OVER \$1,000

Chuck reviewed the bills over \$1,000.00 for July, August, and September-to-date. Jules **moved** to approve the bills over \$1,000.00. Doug **seconded** the motion. **The motion passed.**

PRESIDENT'S REPORT

Cathy Sweeney

Cathy reported on planning for the annual fundraiser, this year called "Booktoberfest," to be held at the Elmwood Park Zoo on Thursday, October 14, 2021 from 5 p.m. to 8 p.m.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen presented her report. Upper Perkiomen Valley Library has cancelled their beer tasting fundraiser due to a COVID-19 issue. Karen noted that Copy Systems, Inc. of Horsham, PA has been selected to provide a 60-month lease for copier equipment at the Main Library and Branches beginning in April of 2022. Karen announced that the AV department will be moving downstairs to the Main Reading Room. The existing AV office will be repurposed, and the existing Risograph printer will be retired to be replaced with more efficient equipment. Karen reported that she had hired a trash hauling firm to remove much of the upholstered furniture in the library. Karen is planning to replace this furniture with cleanable and "connectible" furniture that will include charging stations. Karen has spoken with Rich Bowra, a consultant, regarding developing a new strategic plan. Karen asked board members to suggest additional prospects for strategic planning consulting. Karen noted that the employee manual needs to be updated, and that there will be a need for board member volunteers to serve on a prospective Personnel Committee. Karen noted that she is continuing to move staff into new and other positions. Harry Hoy has been hired as the new branch manager at Conshohocken Free Library.

Karen distributed paper copies of the 2020 audit. Karen asked that board members review the audit, and be prepared to discuss and prospectively approve the audit at the October meeting.

This past month, Karen spoke with Crandall Jones, Norristown's Municipal Administrator. He expressed openness to Municipal funding, perhaps with ARPA funds, for interior improvements to the Main Library, such as a teen room, new furniture, and installation of hybrid technology in meeting rooms.

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Karen reported on the status of the vehicle fleet. She reported that the Library needs to purchase a new cargo van. The four "Pony" vans are usually purchased and maintained with District Negotiated Agreement funds; the spare fifth van is maintained with MC-NPL funds. We are now renting a van because two vans are in the shop for repairs. Karen reported that the Books Go Round vehicle was damaged by a staff person accidentally putting gasoline into the fuel tank, causing at least \$9,000.00 in damage. Most of the cost will be covered by insurance.

Two County appointees on the MC-NPL board are in their third term, and it is time for the County to begin the process of appointing new members.

The Royersford branch has reopened to the public after a closure to make structural repairs to the floor.

Karen noted that Montgomery Township presented with us with a check for \$10,000.00, and we are very grateful for their support.

DISTRICT CONSULTANT'S REPORT

Tracey Reed

Tracey Reed presented her report. Tracey met with the new Executive Director of the Literacy Council of Norristown (LCN), Eileen Hallstrom. LCN wishes to partner with the member libraries of the District to provide literacy services to adults. Tracey is working with the One Book/One Norristown Committee to plan an event to occur in 2022. The Cheltenham Township Library System (CTLS) is presently led by an interim Executive Director. Tracey is assisting CTLS with the search for a new permanent Executive Director. PA CareerLink has donated Chromebook workstations, mobile stands, and Google Enterprise accounts to support job-seekers at each of the 35 library locations in the County.

FRIENDS OF MONTGOMERY DISTRICT LIBRARY CENTER REPORT

Doug McCann

Doug reported that the Friends will sponsor BooktoberFest. At this point it is unlikely that the Friends will proceed with their own membership drive event that had been planned for October 16, 2021, due to the current state of the pandemic.

UNFINISHED BUSINESS

None.

EXECUTIVE SESSION

Chuck **moved** to adjourn the meeting and go into Executive Session. Mark **seconded** the motion. **The motion passed.** The Board went into Executive Session at 5:21 p.m.

Mark **moved** to adjourn Executive Session to return to the regular meeting. Mary **seconded** the motion. **The motion passed.** The board returned to regular session at 5:56 p.m.

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NEW BUSINESS

Chuck **moved** to waive 100% of the Perkiomen Valley Library at Schwenksville's payroll contribution for 2022, waive 75% of the contribution in 2023, waive 50% of the contribution in 2024, waive 25% of the contribution in 2025, and to return to full payment of the contribution in 2026. Notwithstanding the foregoing, MC-NPL and Perkiomen Valley Library agree that this arrangement is without prejudice to MC-NPL's right to renegotiate Perkiomen Valley Library's contribution. The percentage that Perkiomen Valley Library shall pay shall be based on the then-current agreed contribution. Theresa **seconded** the motion. **The motion passed.**

Chuck **moved** to raise the cap on vacation time from 296 hours to 370 hours through June 30, 2022. This additional time must be used by June 30, 2022. Mark **seconded** the motion. **The motion passed.**

PUBLIC COMMENTS

None.

ADJOURNMENT

Mary **moved** to adjourn the meeting. Theresa **seconded** the motion. **The motion passed.** The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Cliff Hirst
Administrative Assistant

Next Board Meeting: The next board meeting is scheduled for 4:30 p.m. on Monday, October 18, 2021, at the Montgomery County-Norristown Public Library.