

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

Monday, November 15, 2021 at 4:30 p.m.
In the Community Room of the Montgomery County-Norristown Public Library

PRESENT

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

ABSENT

Kelly Isett	Jules DeLuzio
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STAFF PRESENT

Karen DeAngelo, Executive Director	Thomas Fluharty, Director of Operations
Cliff Hirst, Administrative Assistant	

OTHERS PRESENT

None.

CALL TO ORDER

President Cathy Sweeney called the meeting to order at 4:38 p.m. in the Community Room of the Montgomery County-Norristown Public Library.

APPROVAL OF MINUTES

Doug **moved** to approve the minutes of the October 18, 2021 Board Meeting. Mark **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 October 31, 2021 as presented by Chuck Wilson at the meeting:

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$4,334,032.53	\$4,188,212.50
Endowments and Investments	\$12,595.69	\$23,170.00
Grants and Fundraising	\$45,687.45	\$88,082.00
Fines and Service Income	\$35,545.44	\$53,208.00
Total Revenue	\$4,427,861.11	\$4,352,672.50
EXPENSES		
Total Personnel costs	\$2,740,037.27	\$2,890,480.78
Library Materials	\$466,983.99	\$607,456.62
Furniture & Equipment	\$18,836.06	\$32,666.56
Automation	\$105,697.63	\$92,145.84
Operating expenses	\$437,707.31	\$413,613.89
Total Expenses	\$3,769,262.26	\$4,036,363.69

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Chuck reviewed the financial statements ending October 31, 2021. Total revenue is favorable to budget. Total expenses are also favorable to budget.

Theresa **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 November to date 2021. Mark **moved** to approve the bills over \$1,000.00. Doug **seconded** the motion. **The motion passed.**

PRESIDENT'S REPORT

Cathy Sweeney

Cathy noted that the annual appeal has gone out. Mark will serve on the Policy and Planning Committee next year, but as a non-board member. The board is seeking two or perhaps three new members.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen presented her report. Health insurance premiums will be going up 2.2% in 2022. We committed to another two-year contract with Delaware Valley Health Trust. Dean Dortone of Montgomery County asked for assurance that any increase in the County appropriation for 2022 be applied to staff pay equity; Karen gave him this assurance. Karen will be asking the board to authorize a full time human resources staff person for 2022. This position will add about \$85,000 (including benefits) to the personnel budget. Karen will make arrangements for the Finance Committee (Board President, Board Treasurer, Li Kang, and Karen) to meet before the end of the year to work on the 2022 budget. MC-NPL was awarded a \$40,000 MontcoStrong Non-profit Resiliency grant from the Montgomery County Commerce Department. Karen has authorized Security to tow vehicles that block our dumpsters and receiving department. Heating in the building continues to be uneven.

DISTRICT CONSULTANT'S REPORT

Tracey Reed

Tracey Reed was not present. Her written report was provided to all board members.

FRIENDS OF MONTGOMERY DISTRICT LIBRARY CENTER REPORT

Doug McCann

The Friends have postponed their fundraising event. The Friends' monthly meeting is tomorrow.

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UNFINISHED BUSINESS

None.

NEW BUSINESS

Karen reviewed the waivers that we have requested with our 2021-2022 application for State Aid. Chuck **moved** to approve the 2021-2022 Plan for State Aid to be submitted to the Office of Commonwealth Libraries. Mark **seconded** the motion. **The motion passed.**

Mark **moved** to reimburse new employees and volunteers for clearance costs, provided that those clearances are acceptable. Mary **seconded** the motion. The motion passed.

Doug **moved** to permit employees to use any floating holiday hours earned in 2021 no later than June 30, 2022. Theresa **seconded** the motion. The motion passed.

Mary **moved** to permit employees to use any floating holiday hours earned in 2022 no later than June 20, 2023. Chuck **seconded** the motion. **The motion passed.**

Mark reviewed the proposed Abuse Prevention Policy. Mark would like us to reorder the content and review the policy again in December.

Karen noted that consultant Richard Bowra has quoted a rate of \$12,000.00 to oversee a strategic plan for MC-NPL. Karen would like the plan to be completed by May, 2022.

PUBLIC COMMENTS

None.

EXECUTIVE SESSION

Doug **moved** to adjourn the meeting and go into Executive Session to discuss specific personnel matters. Mark **seconded** the motion. **The motion passed.** The Board went into Executive Session at 5:35 p.m.

Mark **moved** to adjourn Executive Session to return to the regular meeting. Chuck **seconded** the motion. **The motion passed.** The board returned to regular session at 5:48 p.m.

ADJOURNMENT

Chuck **moved** to adjourn the meeting. Mary **seconded** the motion. **The motion passed.** The meeting adjourned at 5:49 p.m.

Respectfully submitted,

Cliff Hirst
Administrative Assistant

Next Board Meeting: The next board meeting is scheduled for 4:30 p.m. on Monday, December 13, 2021, via Zoom.