

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

Monday, December 13, 2021 at 4:30 p.m.
Via Zoom Meeting

PRESENT

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

ABSENT

Mary Metz	Kelly Isett
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STAFF PRESENT

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

OTHERS PRESENT

None.

CALL TO ORDER

President Cathy Sweeney called the meeting to order at 4:36 p.m. via Zoom meeting.

APPROVAL OF MINUTES

Mark **moved** to approve the minutes of the November 15, 2021 Board Meeting. Chuck **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 November 30, 2021 as presented by Chuck Wilson at the meeting:

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$4,598,924.53	\$4,412,604.50
Endowments and Investments	\$14,377.61	\$23,837.00
Grants and Fundraising	\$58,992.95	\$96,289.00
Fines and Service Income	\$36,813.63	\$58,568.00
Total Revenue	\$4,709,108.72	\$4,591,298.50
EXPENSES		
Total Personnel costs	\$3,019,897.94	\$3,178,205.89
Library Materials	\$557,287.19	\$667,950.29
Furniture & Equipment	\$31,600.28	\$35,933.22
Automation	\$108,915.09	\$100,960.42
Operating expenses	\$469,967.16	\$454,338.72
Total Expenses	\$4,187,667.66	\$4,437,388.54

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Chuck reviewed the financial statements ending November 30, 2021. Total revenues are favorable to budget, as are total expenses. On the balance sheet, the total fund balance for the month ending November 30, 2021 was \$4,214,457.81, a substantial increase from the prior year balance of \$1,514,060.73. This increase largely reflects pandemic relief funds that have not yet been spent.

Jules **moved** to file the financial statements for audit. Theresa **seconded** the motion. **The motion passed.**

APPROVAL OF BILLS OVER \$1,000

Chuck reviewed the bills over \$1,000.00 for December to date 2021. Doug **moved** to approve the bills over \$1,000.00. Mark **seconded** the motion. **The motion passed.**

PRESIDENT'S REPORT

Cathy Sweeney

Cathy reported on the Annual Appeal. There have been 365 donations totaling \$26,789.75 as of December 7, 2021; this compares to 508 donations totaling \$31,730.60 as of December 7, 2020. The 2021 appeal was mailed in the first week of October, while the 2020 appeal was mailed in the first week of November, a month later. For the 2020 appeal, as of November 5, 2020, 434 donations totaling \$26,882.60 had been received as of November 5, 2020.

Cathy thanked departing board members Mark Turetsky, Doug McCann, and Kelly Isett for their service. Karen presented the following honor books for each of these departing board members:

Mark Turetsky (April 20, 2002)

Steinbeck, John. *The Grapes of Wrath and Other Writings, 1936-1941*. Library of America, 1996.

Doug McCann (April 19, 2010)

Kerouac, Jack. *Visions of Cody, Visions of Gerard, Big Sur*. Library of America, 2015.

Kelly Isett (February 1, 2016)

Le Guin, Ursula K. *Hainish Novels & Stories, Volume 2*. Library of America, 2017.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen presented her report. Karen outlined the actions taken since the vandalism incident in the Children's Department of last month. A staff person shared photographs of the incident with a relative who posted them onto Facebook. These photographs were widely-shared on Facebook. We have provided instruction to staff about how to respond to such incidents going forward. We are looking into installing surveillance cameras and panic buttons in the building. The County has increased the number of guards in the evening hours from one to two.

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The repairs to the Books Go Round did not work. We will have to replace the vehicle. We may be covered by insurance for a portion of the replacement cost. It will take two years to achieve delivery of a new custom vehicle.

Karen presented some personnel budget options for next year that the Finance Committee will explore before the next Board meeting. One option is a 2.5% raise for all staff, while also bringing all staff currently making less than \$15.00 an hour to that level. This option would require that we use a portion of the PPP proceeds to share costs with the County.

Karen discussed a board retreat offer from the Office of Commonwealth Libraries.

Karen discussed the Strategic Planning proposal by Rich Bowra attached to her report. Chuck **moved** to approve the Proposal for Services by Rich Bowra, Library Consultant, for a Strategic Plan for MC-NPL, dated October 18, 2021. Doug **seconded** the motion. **The motion passed.**

DISTRICT CONSULTANT'S REPORT

Tracey Reed

Tracey Reed presented her report. She encouraged the Board to take advantage of the Board retreat offered by the Office of Commonwealth Libraries. Jenkintown Library's experience with the OCL board retreat was very positive.

Tracey also reported on the Montgomery County Recovery Office. She encouraged everyone to fill out the survey and share it widely: <https://www.montcopa.org/3821/Recovery-Office>. This survey will influence the distribution of Montgomery County's unrestricted American Rescue Plan Act (ARPA) funds. Please everyone highlight the need for library inclusion.

FRIENDS OF MONTGOMERY DISTRICT LIBRARY CENTER REPORT

Doug McCann

Doug inquired as to when Karen might approach the Friends about their financial support this year. Karen will be reaching out to the Friends at their January meeting. Doug reported that Norristown Area School District Superintendent Christopher Dormer has joined the Friends Board. The Friends are pursuing a new Board member from the Norristown Men of Excellence. Doug will continue to be active with the Friends after his departure from the MC-NPL Board at the end of this month.

UNFINISHED BUSINESS

Karen will share the Abuse Prevention Policy as revised by Mark Turetsky with the Board prior to the next meeting.

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NEW BUSINESS

Doug **moved** to approve the following slate of MC-NPL Board Officers for 2022:

- Cathyann Sweeney: President
- Jules K. DeLuzio: First Vice President
- Mary Metz: Second Vice President/Secretary
- H. Charles Wilson, III: Treasurer

Mark **seconded** the motion. **The motion passed.**

The slate of officers was elected by acclamation.

Paul **moved** that MC-NPL make a 3% matching contribution to the TIAA 403(b) plan. Jules **seconded** the motion. **The motion passed.**

PUBLIC COMMENTS

None.

ADJOURNMENT

Mark **moved** to adjourn the meeting. Doug **seconded** the motion. **The motion passed.** The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Cliff Hirst
Administrative Assistant

Next Board Meeting: The next board meeting is scheduled for 4:30 p.m. on Monday, January 24, 2021 in the Community Room of the Montgomery County-Norristown Public Library.