

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

Monday, January 24, 2022 at 4:30 p.m.
Via Zoom Meeting

PRESENT

Cathy Sweeney Jules DeLuzio Theresa Martini Mary Metz

ABSENT

Chuck Wilson

STAFF PRESENT

Karen DeAngelo, Executive Director Thomas Fluharty, Director of Operations
Cliff Hirst, Administrative Assistant Li Kang, Accountant/Benefits Administrator

OTHERS PRESENT

Angelique Hinton

CALL TO ORDER

President Cathy Sweeney called the meeting to order at 4:38 p.m. via Zoom meeting.

BOARD MEMBER APPOINTMENT RECOMMENDATION

Karen introduced Angelique Hinton as a prospective candidate for Board membership. Ms. Hinton's resume was provided to all Board members prior to the meeting. Angie introduced herself as a long-time Norristown resident, former award-winning Vanguard employee, and community organizer. Presently she is self-employed with PA Youth Vote and is the President of the Greater Norristown NAACP. Ms. Hinton left the meeting at 5:00 p.m., after which the Board discussed Ms. Hinton's candidacy.

Mary **moved** to recommend Angelique Hinton to the Montgomery County Commissioners for appointment to the MC-NPL Board for a three-year term ending on December 31, 2024. Theresa **seconded** the motion. **The motion passed.**

APPROVAL OF MINUTES

Theresa **moved** to approve the minutes of the December 13, 2021 Board Meeting and the minutes of the Special Board Meeting of January 3, 2022. Jules **seconded** the motion. **The motion passed.**

REVIEW OF FINANCIAL STATEMENT

The following is a summary of the financial statements for the month ending December 31, 2021 that was shared with the Board prior to the meeting. The Treasurer being absent, there was no discussion of the financial statements.

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	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$4,771,734.96	\$4,682,403.00
Endowments and Investments	\$24,627.43	\$30,000.00
Grants and Fundraising	\$94,666.25	\$104,500.00
Fines and Service Income	\$38,980.14	\$63,930.00
Total Revenue	\$4,930,008.78	\$4,880,833.00
EXPENSES		
Total Personnel costs	\$3,346,196.12	\$3,506,969.00
Library Materials	\$702,099.12	\$728,444.00
Furniture & Equipment	\$41,751.97	\$39,200.00
Automation	\$110,663.21	\$110,275.00
Operating expenses	\$492,166.30	\$495,945.00
Total Expenses	\$4,692,876.72	\$4,880,833.00

APPROVAL OF BILLS OVER \$1,000

Karen reviewed the bills over \$1,000.00 for January to date 2022. The total for the period was \$372,018.68. Mary **moved** to approve the bills over \$1,000.00. Jules **seconded** the motion. **The motion passed.**

PRESIDENT'S REPORT

Cathy Sweeney

Cathy reported on the Annual Appeal. The Annual Appeal has raised \$43,735.00 as of January 19, 2022. This compares to prior Annual Appeals as follows: \$45,838.00 as of January 15, 2021, and \$28,882.00 as of January 20, 2020.

Cathy noted that our June Jazz annual fundraiser is scheduled for Thursday, June 2, 2022 from 5:00 p.m. to 8:00 p.m. at the Elmwood Park Zoo.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen asked the Board to proceed with an evaluation of the Executive Director. Cathy will recruit two volunteer Board members to work with Cathy on the Personnel Committee. The Personnel Committee will meet with Karen sometime in March 2022 for her review.

Karen reviewed the Strategic Planning process. She will be sending Strengths, Weaknesses, Opportunities, and Threats (SWOT) forms to Board members.

Karen noted that we have received 2,700 COVID-19 test kits for distribution to District Libraries. Demand for the tests will likely outpace this supply.

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Karen discussed the possibility of purchasing KN-95 masks for our employees, as have some other libraries in the District. Karen will be purchasing two KN-95 masks for each MC-NPL employee at an expected total cost of about \$200.00. No Board members objected to this plan.

Karen has solicited a \$25,000 bid for installation of 12 security cameras and several television displays to go with them. The vendor participates in COSTARS, so additional bids are not required. This is significantly under budget, so Karen may order additional equipment for this project.

UNFINISHED BUSINESS

Jules **moved** to approve the MC-NPL Abuse Prevention Policy as presented at the meeting. Mary **seconded** the motion. **The motion passed.**

NEW BUSINESS

Theresa **moved** to name Karen DeAngelo as MC-NPL's delegate to the MCLINC Board of Directors, and Loretta Righter as alternate. Mary **seconded** the motion. **The motion passed.**

Cliff noted that he will be sending Board members annual conflict of interest forms. He asked that Board members return these promptly.

Jules **moved** to appoint Mary Treisbach as the Friends' non-voting liaison to the Board. Theresa **seconded** the motion. **The motion passed.**

PUBLIC COMMENTS

None.

ADJOURNMENT

Theresa **moved** to adjourn the meeting. Jules **seconded** the motion. **The motion passed.** The meeting adjourned at 5:40 p.m.

Respectfully submitted,

Cliff Hirst
Administrative Assistant

Next Board Meeting: The next Board meeting is scheduled for Monday, February 28, 2022 at 4:30 p.m.