

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

Monday, February 28, 2022 at 4:30 p.m.
Via Zoom Meeting

PRESENT

Cathy Sweeney	Jules DeLuzio	Theresa Martini	Mary Metz
Angie Hinton	Mary Treisbach	Chuck Wilson	

ABSENT

STAFF PRESENT

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

OTHERS PRESENT

Brian Mays Cynthia Wirth

CALL TO ORDER

President Cathy Sweeney called the meeting to order at 4:40 p.m. via Zoom meeting.

APPROVAL OF MINUTES

Mary Metz **moved** to approve the minutes of the January 24, 2022 Board Meeting. Theresa **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 (revised) that was reviewed by Chuck at the meeting. Li Kang reviewed the changes that were made between this report and the one presented at the January 24, 2022 meeting.

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$4,771,734.96	\$4,682,403.00
Endowments and Investments	\$24,699.18	\$30,000.00
Grants and Fundraising	\$94,666.25	\$104,500.00
Fines and Service Income	\$39,212.68	\$63,930.00
Total Revenue	\$4,930,313.07	\$4,880,833.00
EXPENSES		
Total Personnel costs	\$3,345,866.07	\$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	\$491,939.03	\$495,945.00
Total Expenses	\$4,692,319.40	\$4,880,833.00

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

The following is a summary of the financial statements for the month ending January 31, 2022 that was reviewed by Chuck at the meeting.

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$0.00	\$4,838,403.00
Endowments and Investments	\$298.84	\$18,800.00
Grants and Fundraising	\$27,326.25	\$105,000.00
Fines and Service Income	\$1,035.40	\$45,518.00
Total Revenue	\$28,660.49	\$5,007,721.00
EXPENSES		
Total Personnel costs	\$302,327.55	\$3,960,371.32
Library Materials	\$32,695.50	\$667,600.00
Furniture & Equipment	\$2,734.89	\$62,000.00
Automation	\$18.50	\$126,332.00
Operating expenses	\$48,174.92	\$509,127.00
Total Expenses	\$385,951.36	\$5,325,430.32

Jules **moved** to file the financial statements for audit for the month ending December 31, 2021 and for the month ending January 31, 2022. Theresa **seconded** the motion. **The motion passed.**

APPROVAL OF BILLS OVER \$1,000

Chuck reviewed the bills over \$1,000.00 for February 2022 month-to-date. These payments totaled \$154,230.32. 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 2021 Annual Appeal has raised \$48,104 as of 2/22/22. This compares to \$46,318 as of 2/17/2021 and \$29,375 as of 2/13/2020

The June Jazz annual fundraiser will be on Thursday, June 2, 2022 from 5:00 p.m. to 8:00 p.m. at the Elmwood Park Zoo. The N Town Band has confirmed that they will perform at the event. The Zoo no longer offers tours of the Zoo to event tenants. Cliff will be sending 6 tickets to each board member to purchase or to sell. He will also be sending a packet with the flier, sponsorship form, and ideas for contributions for the silent auction. Please reach out to your networks to solicit sponsorships. It is a long-standing tradition for the Board to contribute both a wine and a spirits basket to the silent auction. Karen noted that we will be sending a complimentary ticket to June Jazz to all Annual Appeal donors above a \$400.00 contribution threshold.

Cathy reported that the Personnel Committee has been formed and consists of Jules, Mary Metz, and herself. Cathy asked all board members that have been on the board for at least

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

since last year to complete and return the Executive Director evaluation document she has sent to them. The Personnel Committee will meet on March 7, 2022. Cathy will reach out to board members to solicit their feedback on the results, but will need to hear back quickly. The Personnel Committee is scheduled to meet with Karen to share the results of the evaluation with her on March 9, 2022.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen introduced prospective new board members Brian Mays and Cynthia (Cindy) Wirth. Each Board member and staff person present introduced themselves. Mr. Mays and Ms. Wirth then responded to questions from the board.

We are hosting a workshop for library staff regarding how to respond to materials challenges on March 8, 2022 at 2:00 p.m. on Zoom. If you are interested in attending, please reach out to Tracey Reed at treed@mclinc.org, and she will send you the link.

The Office of Commonwealth Libraries is also offering a Board retreat via Zoom. The retreat would be a two-hour session, and would be customized for the board's needs. We would need at least 80% participation of the Board in order to schedule the training.

We are offering all our staff four-hour core training on the homeless in libraries. Let Karen know if you would like access to this training.

We will be asking you to review our patron behavior policy. Karen would like our messaging to be clear and concise: "Respect yourself, respect others, respect the space."

The County announced today that they will be making masks optional in all County buildings. Karen intends to frame this as masks recommended, rather than masks optional. We intend to offer a number of mask-only story times for patrons who prefer that format.

We have 100 hotspots for patrons, and today we learned that service for these hotspots will continue with no charge to the library through June 2023.

Tracey Reed noted that there is \$161 million in the Montgomery County Recovery Office funds, and libraries fit well into the categories for funding. The County is collecting data, and Tracey suggests that board members go to the site (www.montcopa.org/3821/Recovery-Office) and mention and support libraries as recipients of Recovery funds. The District itself will be asking for 1/ building assessments for all county libraries and 2/ funds for WOW and BGR replacement vehicles.

Karen noted that we have used only \$15,000.00 of the \$40,000.00 budgeted for installation of security cameras. We would like to use the balance remaining for new office cubicles and a new phone system.

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

Theresa **moved** to re-allocate \$10,000.00 from the budget for security cameras to purchase new furniture cubicles for the Administrative and District staff areas. Chuck **seconded** the motion. **The motion passed.**

FRIENDS

Mary Treisbach

Mary reported that the Friends recently provided \$10,000.00 for new library carts and chairs. The Friends have asked Karen to submit a wish list for an additional contribution

Mary envisions the Friends as not just a purse, but also a bridge to the community. She noted that the Friends' Board is going through some turnover, and there is an opportunity to expand the diversity of the Board. Please reach out to Mary if you know of anyone who might be interested in serving on the Friends' Board.

OLD BUSINESS

Cliff asked that all Board members who have not already done so please complete and return the conflict-of-interest forms that he mailed to you in late January.

PUBLIC COMMENTS

None.

EXECUTIVE SESSION

Mary **moved** to adjourn the meeting and go into Executive Session to discuss the candidacies of Brian Mays and Cynthia Wirth for Board membership. Chuck **seconded** the motion. **The motion passed.** The Board went into Executive Session at 6:03 p.m.

Theresa **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 6:10 p.m.

Chuck **moved** to recommend both Brian Mays and Cynthia Wirth the County Commissioners for appointment to the MC-NPL Board of Directors. Mary **seconded** the motion. **The motion passed.**

ADJOURNMENT

Chuck **moved** to adjourn the meeting. Mary **seconded** the motion. **The motion passed.** The meeting adjourned at 6:13 p.m.

Respectfully submitted,
Cliff Hirst, Administrative Assistant

Next Board Meeting: The next Board meeting is scheduled for Monday, March 21, 2022 at 4:30 p.m. at a location to be determined.