

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

Monday, March 21, 2022 at 4:30 p.m.
Via Zoom Meeting

PRESENT

Cathy Sweeney Theresa Martini Mary Metz Chuck Wilson
Mary Treisbach

ABSENT

Angie Hinton Jules DeLuzio

STAFF PRESENT

Karen DeAngelo, Executive Director Cliff Hirst, Administrative Assistant
Li Kang, Accountant/Benefits Administrator Maxine Clarke, Human Resources Administrator

OTHERS PRESENT

Brian Mays Cynthia Wirth Chantelle Silverio

CALL TO ORDER

President Cathy Sweeney called the meeting to order at 4:33 p.m. via Zoom meeting.

APPROVAL OF MINUTES

Mary Metz **moved** to approve the minutes of the February 28, 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 February 28, 2022, as reviewed by Chuck at the meeting.

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$1,924,409.45	\$1,672,103.68
Endowments and Investments	\$443.89	\$3,133.30
Grants and Fundraising	\$35,787.45	\$12,333.32
Fines and Service Income	\$4,373.91	\$6,919.68
Total Revenue	\$1,965,014.70	\$1,694,489.98
EXPENSES		
Total Personnel costs	\$590,795.87	\$664,906.96
Library Materials	\$53,674.30	\$111,000.00
Furniture & Equipment	\$3,593.98	\$10,333.36
Automation	\$27,195.43	\$30,872.53
Operating expenses	\$80,283.17	\$70,533.36
Total Expenses	\$755,542.75	\$887,646.21

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Chuck noted that it is still early in the year, and given that many revenues and expenses are non-linear, they should better align to budget as the year progresses. Trash hauling expenses are already at 50% of budget for the year. Karen noted that this is due to our having hired a contractor to remove a large volume of old furniture from the Main Library.

Mary Metz **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 March 2022 month-to-date. These payments totaled \$117,742.40. Chuck **moved** to approve the bills over \$1,000.00. Mary Metz **seconded** the motion. **The motion passed.**

PRESIDENT'S REPORT

Cathy Sweeney

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 4 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.

Cathy reported that the Board will have a virtual retreat on Monday, May 2, 2022 from 4:00 p.m. to 6:30 p.m. During the meeting, Karen sent out links to the assessment forms for this event. These are due by March 31. Note that the individual Board member assessment form will not be shared with full Board, but is intended for personal reflection and development.

Cathy noted that there will be a free Board governance training session this coming Thursday. Cathy, Mary Treisbach, and Chantelle Silverio plan to attend.

Cathy reported that the Personnel Committee completed the Executive Director evaluation. Cathy conveyed her thanks to Mary Metz and Jules for serving on the committee. Cathy noted that the Board was in agreement with our forward motion, and that Karen's responses were consistent with that of the Board. Mary Metz reported that that the evaluation process went very smoothly.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen introduced prospective new Board member Chantelle Silverio. Ms. Silverio responded to questions from Board members.

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The audit will be performed in early April. Most work for the State Annual Report is complete, but we are awaiting in-kind reports and "green sheets" from the County and Norristown.

Karen introduced Maxine Clarke, our new HR Administrator. Interviews for the open Youth District Consultant Librarian interviews are ongoing.

Karen will be sending out more doodle polls to Board members in order to select dates for strategic planning focus groups.

Karen reviewed the process we are using for suspending patrons, and expressed hope that Ryan Dowd's Homeless in the Library training will help reduce the need for further suspensions going forward.

Karen will attend the Montgomery County Chamber of Commerce's Chamber Fest on Wednesday, April 27, 2022, and will attend the Rotary Club of Norristown's Centennial Anniversary event on Thursday, May 12, 2022. Karen welcomes Board members to join her for these and similar events.

FRIENDS

Mary Treisbach

Mary reported that the Friends approved the Library's wish list for 2022 in the amount of \$2,000.00. This wish list supports library programming. Mary repeated that she intends for the Friends to be more than merely a purse for the library; it is her hope that in addition to financial support of the Library, that the Friends will be a bridge to the larger community. The Friends are going to be reviewing their by-laws, and they will continue to pursue diversity on their Board. Member Dwayne Moser has tapped into the Greater Norristown Ministerium for Board recruitment. The Friends membership letter has gone out. Board members are encouraged to join the Friends. A basic membership starts at only \$10.00 per year, though Friends can give at higher levels.

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 them in late January. He will again mail forms to the Board members who have not yet responded.

PUBLIC COMMENTS

None.

EXECUTIVE SESSION

Theresa **moved** to adjourn the meeting and go into Executive Session to discuss the candidacy of Chantelle Silverio for Board membership. Mary Metz **seconded** the motion. **The motion passed.** The Board went into Executive Session at 5:32 p.m.

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Mary Metz **moved** to adjourn Executive Session to return to the regular meeting. Theresa **seconded** the motion. **The motion passed.** The Board returned to regular session at 5:36 p.m.

Mary Metz **moved** to recommend Chantelle Silverio to the County Commissioners for appointment to the MC-NPL Board of Directors. Theresa **seconded** the motion. **The motion passed.**

ADJOURNMENT

Theresa **moved** to adjourn the meeting. Mary Metz **seconded** the motion. **The motion passed.** The meeting adjourned at 5:42 p.m.

Respectfully submitted,
Cliff Hirst, Administrative Assistant

Next Board Meeting: The next Board meeting is scheduled for Monday, April 18, 2022 at 4:30 p.m. in the Board Room of the Montgomery County-Norristown Public Library.