

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

Monday, April 18, 2022 at 4:30 p.m.
Hybrid Meeting: Board Room and Zoom

PRESENT

Cathy Sweeney	Theresa Martini	Mary Metz	Chuck Wilson
Mary Treisbach	Angie Hinton	Jules DeLuzio	Chantelle Silverio
Brian Mays	Cynthia Wirth		

ABSENT

STAFF PRESENT

Karen DeAngelo, Executive Director	Cliff Hirst, Administrative Assistant
Tom Fluharty, Director of Operations	Tracey Reed, District Consultant
Michael Angstadt, Automation & Technology Coordinator	

OTHERS PRESENT

CALL TO ORDER

Vice-President Jules DeLuzio called the meeting to order at 4:37 p.m.

APPROVAL OF MINUTES

Theresa **moved** to approve the minutes of the March 21, 2022 Board Meeting. Mary **seconded** the motion. **The motion passed.**

REVIEW OF FINANCIAL STATEMENT

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

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$2,164,134.78	\$1,909,329.02
Endowments and Investments	\$4,600.93	\$4,699.97
Grants and Fundraising	\$55,454.71	\$29,000.06
Fines and Service Income	\$6,066.97	\$10,504.44
Total Revenue	\$2,230,257.39	\$1,953,533.49
EXPENSES		
Total Personnel costs	\$895,185.18	\$994,592.93
Library Materials	\$76,279.89	\$166,500.00
Furniture & Equipment	\$17,356.01	\$15,500.06
Automation	\$27,250.38	\$31,807.88
Operating expenses	\$121,089.68	\$150,150.74
Total Expenses	\$1,137,161.14	\$1,358,551.61

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Chuck noted that both total revenue and total expenses are favorable to budget. Cynthia **moved** to file the financial statements for audit. Angie **seconded** the motion. **The motion passed.**

APPROVAL OF BILLS OVER \$1,000

Chuck reviewed the bills over \$1,000.00 for March/April 2022. These payments totaled \$144,874.12. Cynthia **moved** to approve the bills over \$1,000.00. Angie **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. 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. Please bring any wine and/or spirits that you will be contributing to the May Board meeting. Cathy is looking forward to meeting with Board members at the event.

The Board will have a virtual retreat on Monday, May 2, 2022 from 4:00 p.m. to 6:30 p.m.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen welcomed new Board member Chantelle Silverio.

Karen reported that our auditor Maillie will be at the Main Library on April 25th, 26th, and 27th. Maillie has performed most of their audit work with the branches remotely.

The State Annual Report for 2021 has been filed. Karen thanked Cliff, Li, Tracey Reed, and all staff for making this happen, and thanked Cathy Sweeney and Chuck Wilson for returning the signature pages back to us in record time. All board members have received a copy of the report. We are presently working on the internal Annual Report for 2021, which will be posted on the website and sent to all of the municipalities that we serve.

Second interviews are happening now for the Youth District Consultant position, and we hope to have someone in place by mid-May.

Karen proposed that the Library offer sick time to all permanent staff, regardless of how many hours they are scheduled to work per week. Karen doesn't want our staff to have to choose between going to work sick and not being able to pay bills. We currently offer sick time only to employees who work 20 or more hours per week.

Chuck moved to offer prorated sick time to all permanent staff, both full- and part-time. **Theresa** seconded the motion. **The motion passed.**

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Karen asked that the Board consider providing prorated vacation and personal time benefits for all staff in the 2023 budget. This might require the addition of part-time staff to meet the needs of our branches. We need to consider an increase in staffing to allow for “floating” staff to assist at branches on a regular basis.

We don't currently offer fax service to our patrons. It would cost us \$22.00/month to maintain fax service. Karen suggested that we not charge to offer fax service to patrons, and no one expressed opposition to the idea.

Virtual Board Retreat vs. Strategic Planning Meeting vs. Board Orientation:

- **Virtual Board Retreat.** There will be a Virtual Board Retreat on Monday, May 2 from 4-6:30PM. Priorities at this retreat will be getting to know more about each other, and what we “bring to the Board table,” and Committees and the work they do. You will be receiving email packets with links and about an hour of pre-work, mostly reading the result of the board assessment and a suggestion that you fill in the personal assessments for your own use. For those not here tonight, please stop by to pick up your retreat goodies... just let Cliff know when you're planning to come in.
- **Strategic Planning Meeting.** There will be a two-hour in-person Strategic Planning Meeting with Rich Bowra. Karen will send a schedule of possible dates, but they are: Saturdays: June 4, 11, or 25 or Evenings: May 19, 26, June 9 or 16. Rich will be here meeting with the Friends and joining a Department Heads Meeting on Tuesday, May 17 and traveling to the branches on May 19 and 20, so if most of you can be available on the late afternoon/evening of May 19 that might be a great day to aim for.
- **Board Orientation.**
 - All are invited to do a walk through with Karen anytime. Board Manual binders are here for you as well filled with all the material you will need, including the State's “Getting on Board” manual. If you didn't get one previously, we have them here for you.
 - Tracey Reed offered to provide all Board members (new or not-so-new) new board member orientation. The orientation takes about an hour and a half, during which Tracey would review the basics of how public libraries are funded and managed in Pennsylvania. The orientation can be virtual or in-person. Tracey will send out a doodle poll to schedule a date for the training. She hopes to offer the training sometime in June.

FRIENDS

Mary Treisbach

The Friends have not met since the last MC-NPL Board meeting. They are to meet tomorrow, Tuesday, April 19, 2022 at 10:00 a.m. Mary Treisbach attended a governance training for trustees sponsored by the Office of Commonwealth Libraries.

OLD BUSINESS

Cliff asked that all Board members who have not already done so please complete and return their conflict-of-interest forms.

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PUBLIC COMMENTS

None.

ADJOURNMENT

Cynthia **moved** to adjourn the meeting. Angie **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, May 16, 2022 at 4:30 p.m. in the Board Room of the Montgomery County-Norristown Public Library.