

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

Monday, June 20, 2022 at 4:30 p.m.
Hybrid meeting: in-person in the Board Room and by Zoom

PRESENT

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

ABSENT

Jules DeLuzio

STAFF PRESENT

Karen DeAngelo, Executive Director	Tracey Reed, District Consultant
Tom Fluharty, Director of Operations	Li Kang, Accountant/Benefits Administrator
Cliff Hirst, Administrative Assistant	Mike Angstadt, Automation & Tech. Coordinator

OTHERS PRESENT

None.

CALL TO ORDER

President Cathy Sweeney called the meeting to order at 4:37 p.m.

APPROVAL OF MINUTES

Cynthia **moved** to approve the minutes of the May 16, 2022 Board. Brian **seconded** the motion.
The motion passed.

REVIEW OF FINANCIAL STATEMENT

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

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$2,638,585.44	\$2,383,779.70
Endowments and Investments	\$5,254.46	\$7,833.31
Grants and Fundraising	\$77,282.80	\$61,583.37
Fines and Service Income	\$11,226.02	\$17,424.12
Total Revenue	\$2,732,348.72	\$2,470,620.50
EXPENSES		
Total Personnel costs	\$1,473,273.30	\$1,655,750.05
Library Materials	\$137,878.26	\$277,500.00
Furniture & Equipment	\$47,885.77	\$25,883.38
Automation	\$56,646.74	\$63,540.93
Operating expenses	\$206,175.04	\$220,784.02
Total Expenses	\$1,921,859.11	\$2,243,408.38

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

Chuck reported on the financial statements. Total revenues and total expenses to date are both favorable to budget. Chantelle **moved** to file the financial statements for audit. Cynthia **seconded** the motion. **The motion passed.**

APPROVAL OF BILLS OVER \$1,000

Chuck reviewed the bills over \$1,000.00 for May/June 2022. These payments totaled \$204,751.31. Chuck **moved** to approve the bills over \$1,000.00. Theresa **seconded** the motion. **The motion passed.**

PRESIDENT'S REPORT

Cathy Sweeney

Over 100 guests attended June Jazz on Thursday, June 2, 2022 at the Elmwood Park Zoo. Net income and attendance were both higher than that of Booktoberfest in 2021, but lower than the most recent June Jazz event, held in 2019. Karen noted that the cost of June Jazz at the Zoo is going up every year. Karen and Cliff are exploring alternative venues including Von C Brewing Company and Five Saints Distilling, both in Norristown. Karen and Cliff will present venue options to the Board at the September 19, 2022 meeting.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen presented her report.

- There was a report of a phone stolen in one of our lobbies at the Main Library this past Friday, June 17, 2022. The incident was recorded by our security cameras. The victim chose not to file a police report. Without a police report, there will be no subpoena. Without a subpoena, the footage will not be shared with anyone, per our policy.
- Karen informed the Board that our Application for State aid has been filed.
- Karen will be attending the American Library Association conference in Washington, D.C., from June 23 through June 29, 2022. While at the conference, Karen hopes to meet with Biblioteca to investigate self-service stations for patrons. Karen will provide the Board with a report of her activities at the conference after she returns.
- Chuck and Karen will be meeting with the County tomorrow to discuss the draft budget for 2023. The final County budget won't be approved until December of this year. Karen and Chuck will encourage the County to issue an RFP for the building survey for the Main Library. Funding for this survey was included in the County capital budget for 2022.
- Harry Hoy has departed as Branch Manager at Conshohocken. Karen is strongly encouraging the Conshohocken advisory board to take an active role in hiring a new Branch Manager. Karen is inviting advisory board members to participate in second interviews of the candidates.
- We continue to solicit public input into our strategic plan with our Community Survey. The survey is available online, in both English and Spanish, on the front page of our

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

website. Please share the survey with your networks. We will continue to collect survey responses through June 30, 2022.

- Strategic Planning Consultant Rich Bowra would like to meet with the Board in person in July to present his draft strategic plan. Karen will offer Rich either Tuesday, July 19 or Tuesday, August 2, from 5:00 p.m. to 6:30 p.m. Karen will report back to the Board with the date that Rich selects.
- Karen provided a vehicles update:
 - one of our vans was involved in an accident today. The accident was caused by another driver running a stop sign. Our driver is OK.
 - we purchased a van to add to our fleet.
 - we sold a van that would no longer pass PA state inspection.
- Karen emphasized how grateful she is for the Friends' generous sponsorship of June Jazz.
- Karen discussed the proposed Custodian and Security agreement that is on this meeting's agenda.
 - MC-NPL has over twenty bank accounts, due in part to the \$250,000.00 FDIC insurance limit on bank deposits. If possible, Karen would like to reduce our number of bank accounts to four or five.
 - Karen reached out to Board member Jules DeLuzio about this question. Jules' employer, Penn Community Bank, responded with the proposed Custodian and Security agreement included in this meeting's agenda. The agreement would prospectively allow us to safely exceed the \$250,000.00 FDIC limit at Penn Community Bank.
 - Given that Jules was not able to attend today's meeting, Karen asked the Board to postpone review of the agreement until September. In the meantime, Karen will reach out to Mark Turetsky to pursue his recommendation on how to secure legal advice regarding the agreement.

DISTRICT CONSULTANT'S REPORT

Tracey Reed

Tracey presented her report.

- Tracey reported that four district libraries (including MC-NPL) are presently developing strategic plans. Tracey will be working with one of them in developing their plan; the others have hired outside consultants.
- In the absence of a Youth District Consultant, Tracey has been working on a variety of youth services projects, including Science in the Summer and several grant opportunities.
- Tracey is working with the Union Library of Hatboro finance committee. On account of a recently-adopted dedicated library millage, Union Library's income is now higher and more stable than it used to be, and their finance committee is trying to determine how to best deploy these new funds.
- Tracey noted that she was very impressed with a webinar on basic mental illness hosted at PA Niche Academy. PA Niche Academy webinars are available to Board members.

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

Tracey encouraged any Board member who would like to take these webinars to reach out to her.

FRIENDS

Mary Treisbach

Mary reported that the Friends will meet on Tuesday, June 21, 2022.

OLD BUSINESS

None.

NEW BUSINESS

- Volunteer Agreement and Waiver
 - Karen reviewed the existing Volunteer Agreement and Waiver as approved by the Board on June 21, 2021.
 - After discussion, Chuck **moved** that the Volunteer Agreement and Waiver be amended to remove the first bullet point, "I attest that I am fully vaccinated against COVID-19" to be replaced by a bullet stating "I will follow library policy and local health regulations regarding COVID-19." Theresa **seconded** the motion. **The motion passed.**
 - Karen will present additional revisions to the Volunteer Agreement and Waiver to the Board for its consideration at the September 19, 2022 meeting.
- Autorenewal of library materials
 - MC-NPL is one of only two public libraries that is not offering autorenewal of library materials, the other one being Lower Merion, which is currently searching for a new Director. Under autorenewal, an item checked out to a patron is automatically renewed up to two times, provided that the item is not being requested for a hold by another patron.
 - Karen proposed that MC-NPL adopt autorenewal of library materials.
 - Karen noted that adopting autorenewal is likely to result in a decline in fine income, perhaps by as much as 30 percent. For the Main Library, this would result in a possible loss of up to \$3,000.00 in fine income per year; a proportionate impact could be expected at the branches.
 - After discussion, Cynthia **moved** that MC-NPL adopt autorenewal of library materials. **Brian** seconded the motion. **The motion passed.**
- Change to mileage reimbursement rate
 - The library's current mileage reimbursement rate is 40 cents per mile. This rate has not been reviewed by the Board since it was adopted in 2015. The present IRS mileage reimbursement rate is 62.5 cents per mile.
 - After discussion, Chuck **moved** that MC-NPL's mileage reimbursement rate shall be set to the then-current IRS mileage reimbursement rate. Chantelle **seconded** the motion. **The motion passed.**
- FHLB Custodian & Security Agreement:
 - No action taken. See Executive Director's Report, above.

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

PUBLIC COMMENTS

None.

EXECUTIVE SESSION

Cynthia **moved** to adjourn the meeting and go into Executive Session to discuss a personnel matter. Mary Metz **seconded** the motion. **The motion passed.** The Board went into Executive Session at 5:38 p.m.

Brian **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 6:11 p.m.

ADJOURNMENT

Mary Metz **moved** to adjourn the meeting. Brian **seconded** the motion. **The motion passed.** The meeting adjourned at 6:12 p.m.

Respectfully submitted,
Cliff Hirst, Administrative Assistant

Next Board Meeting: The next scheduled Board meeting is on Monday, September 19, 2022 at 4:30 p.m. in the Board Room of the Montgomery County-Norristown Public Library.