

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

Monday, September 19, 2022 at 4:30 p.m.
Hybrid meeting: in-person in the Board Room and by Zoom

PRESENT

Cathy Sweeney Theresa Martini Chuck Wilson Brian Mays Cynthia Wirth

ABSENT

Chantelle Silverio Angie Hinton Jules DeLuzio Mary Metz

STAFF PRESENT

Karen DeAngelo, Executive Director Cliff Hirst, Administrative Assistant
Li Kang, Accountant/Benefits Administrator Tom Fluharty, Director of Operations
Tracey Reed, District Consultant Katie Dunbar, Youth Services District Consultant
Karen Mitchell, Dept. Head, Youth Services

OTHERS PRESENT

None.

CALL TO ORDER

President Cathy Sweeney called the meeting to order at 4:32 p.m.

APPROVAL OF MINUTES

Theresa **moved** to approve the minutes of the June 20, 2022 Board Meeting. Cynthia **seconded** the motion. **The motion passed.**

REVIEW OF FINANCIAL STATEMENT

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

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$4,129,811.09	\$3,783,611.22
Endowments and Investments	\$10,659.35	\$12,533.32
Grants and Fundraising	\$91,878.85	\$82,916.69
Fines and Service Income	\$28,845.77	\$31,428.64
Total Revenue	\$4,261,195.06	\$3,910,489.87
EXPENSES		
Total Personnel costs	\$2,440,872.17	\$2,651,092.98
Library Materials	\$279,919.96	\$445,600.00
Furniture & Equipment	\$59,914.63	\$51,000.04
Automation	\$84,204.97	\$94,680.21
Operating expenses	\$444,600.91	\$336,308.44
Total Expenses	\$3,309,512.64	\$3,578,682.67

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Chuck reported on the financial statements. Total revenue and total expenses are both favorable to budget. Karen noted that she intends to reallocate a portion of the materials budget to programming. There were no objections. Theresa **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 July, August, and September-to-date 2022. These payments totaled \$268,118.39, \$243,430.95, and \$187,981.07, respectively. Cynthia **moved** to approve the bills over \$1,000.00 for July, August, and September-to-date 2022. Theresa **seconded** the motion. **The motion passed.**

PRESIDENT'S REPORT

Cathy Sweeney

- The Board Holiday Dinner is scheduled for Tuesday, December 6, 2022 at 5:30 p.m. at Redstone American Grill in Plymouth Meeting. The event will begin with a brief business meeting followed by dinner.
- Cliff noted that he is still looking into using Von C Brewing Company as an alternative venue for June Jazz 2022. An event at Von C would have to occur on a Tuesday night, and we would be responsible for hiring a catering service and/or food truck. He will have more information to share at the next Board meeting.
- Cathy noted that Chuck's term will end this December. Cathy thanked Chuck for his many years of service on the Board, including his service as Treasurer, both of which are ending this year. Chuck recommended that the Board recruit a new member to replace him that has ties to central Montgomery County communities such as Lansdale and Towamencin Township.

YOUTH SERVICES DEPARTMENT HEAD PRESENTATION

Karen Mitchell

Karen Mitchell reported on the 2022 summer reading program and on forthcoming children's programming at the Main Library, including bi-lingual story times, Hispanic Heritage Month, and Star Wars-themed events.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen presented her report.

- Karen reported on personnel developments.
- We are working with the Norristown Area School District to offer library cards to all 8,000 students. Details are being worked out.

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- The hot water heater at the Main Library failed over July 4th weekend. The failure led to a leak that resulted in the loss of over 800 books, which were covered by insurance. The hot water heater has yet to be replaced by the County, due to supply chain issues.
- Mary Treisbach resigned as President of the Friends in June. The Friends will be meeting tomorrow.
- Cliff reported that he is working with a graphic designer from Catchafire in developing logos for the main library and branches.
- Karen reviewed the results of the community survey.
- On August 16, 2022, Cliff received a call from a person who refused to identify himself. to inform the library that his organization was planning to conduct a “First Amendment Audit” of the library. The caller provided enough information that we were able to identify his organization: The Southeastern PA Community Watch. This group visits public venues and films at the location, to see how the staff will respond. We responded by providing our staff with information about First Amendment Audits and developed a proposed Photography and Videography policy for the Board’s consideration, as recommended by the American Library Association.

DISTRICT CONSULTANTS' REPORTS

Tracey Reed and Katie Dunbar

Tracey and Katie presented their reports. Tracey is preparing the County Coordination Agreement for January through December 2023. County Coordination funds a number of patron services provided by the District, including OverDrive, Ancestry.com, and the BGR and WOW bookmobiles. Tracey explained that County Coordination is not to be confused with the District Negotiated Agreement, which funds various District services to libraries, such as the Pony delivery service, ILL, and District Consultants’ salaries and benefits. The DNA fiscal year is July through June.

Katie introduced herself. She reported that she is getting to know her way around the District and is making library visits.

OLD BUSINESS

After discussion, Chuck **moved** to approve the **Strategic Plan 2022-2025** as presented at the meeting. Brian **seconded** the motion. **The motion passed.**

NEW BUSINESS

After discussion, Theresa **moved** to approve the **Photography & Videography Policy** as presented at the meeting. Cynthia **seconded** the motion. **The motion passed.**

After discussion, Cynthia **moved** to approve the **2023 Holiday Schedule and Board Meeting Dates** as presented at the meeting. Chuck **seconded** the motion. **The motion passed.**

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Karen suggested that the Board postpone deliberation on the proposed Library Use Policy, the proposed Safe Child Policy, and a revision to the Volunteer Agreement and Waiver to allow Board members to review them. Cathy asked if there were any objections to delaying action on these until the next meeting. There were no objections.

Karen suggested that the Board establish a Policy Committee to review proposed policies in advance to make recommendations to the Board. Board members interested in serving on the Policy Committee please reach out to Cathy.

PUBLIC COMMENTS

None.

ADJOURNMENT

Theresa **moved** to adjourn the meeting. Cynthia **seconded** the motion. **The motion passed.** The meeting adjourned at 6:23 p.m.

Respectfully submitted,
Cliff Hirst, Administrative Assistant

The next scheduled Board meeting is on Monday, October 17, 2022 at 4:30 p.m. in the Board Room of the Montgomery County-Norristown Public Library.