

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

**Monday, October 17, 2022 at 4:30 p.m.
Board Room**

PRESENT

Cathy Sweeney	Chuck Wilson	Cynthia Wirth	Chantelle Silverio
Angie Hinton	Jules DeLuzio		

ABSENT

Mary Metz	Brian Mays	Theresa Martini
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STAFF PRESENT

Karen DeAngelo, Executive Director	Cliff Hirst, Administrative Assistant
Li Kang, Accountant/Benefits Administrator	Tom Fluharty, Director of Operations

OTHERS PRESENT

None.

CALL TO ORDER

President Cathy Sweeney called the meeting to order at 4:39 p.m.

APPROVAL OF MINUTES

Cynthia **moved** to approve the minutes of the September 19, 2022 Board Meeting. Angie **seconded** the motion. **The motion passed.**

REVIEW OF FINANCIAL STATEMENT

The following is a summary of the financial statements for the month ending September 30, 2022, as reviewed at the meeting by Treasurer Chuck Wilson.

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$4,384,536.42	\$4,020,836.56
Endowments and Investments	\$14,206.16	\$14,099.99
Grants and Fundraising	\$92,990.18	\$88,583.35
Fines and Service Income	\$62,240.05	\$35,013.48
Total Revenues	\$4,553,972.81	\$4,158,533.38
EXPENSES		
Total Personnel costs	\$2,756,143.27	\$2,977,028.79
Library Materials	\$370,222.75	\$501,100.00
Furniture & Equipment	\$67,434.56	\$53,750.03
Automation	\$84,442.87	\$95,192.72
Operating expenses	\$483,615.93	\$386,201.58
Total Expenses	\$3,761,859.38	\$4,013,273.12

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

Chuck reported on the financial statements. Chuck noted that Lost Book Charges revenues are approximately \$25,000.00 over budget, representing an insurance payment for books lost in a plumbing incident on July 5, 2022. Chuck noted that both total revenues and total expenses are favorable to budget. Jules **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 late September. These payments totaled \$114,345.87. Jules **moved** to approve the bills over \$1,000.00 late September 2022. Cynthia **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. The dinner will end at 7:30 p.m. Board members are encouraged to pay \$45.00 toward the dinner. Please give your contributions to Cliff.
- Cliff reported that Von C Brewing Company has both Tuesday, June 6, and Tuesday June 13, 2023 available at this time for our June Jazz fundraiser. Von C has offered to waive the \$500.00 venue fee for us. We would be responsible for paying for drinks consumed, and arranging and paying for food. All board members present stated that they supported holding June Jazz 2023 at Von C Brewing Company on Tuesday, June, 6, 2023. Cliff will reserve the venue and inform the Elmwood Park Zoo of the change.
- Cathy discussed the Board's meeting schedule for 2023. Those present agreed that the board will meet prospectively as follows:
 - January virtual only
 - February virtual only
 - March in-person with hybrid option
 - April virtual only
 - May in-person with hybrid option
 - June virtual only
 - September in-person with hybrid option
 - October virtual only
 - November virtual only
 - December in-person, off-site for holiday dinner

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen presented her report.

- The Friends will meet tomorrow. They are in flux with only 6 members left. Karen noted that their board meetings have been held privately for many years. They are considering disbanding or making major changes to their governance. They have about \$90,000.00 in assets. They might apply these funds to a major renovation to the Community Room.

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

Karen noted that there are many things that the Friends could do, such as a book sale, supporting Library fundraisers, and staffing tables at community days.

- Karen presented MC-NPL's 2022-2023 Application and Plan for State Aid. A new requirement of State Aid is board approval of the application and the plan.
 - Chuck **moved** to approve the submission of the application for state aid and the plan for the use of state aid. Jules **seconded** the motion. **The motion passed.**
- Karen attended the Pennsylvania Library Association conference in Harrisburg yesterday. She attended the meeting of the Governor's Advisory Council for Libraries, which is the organization that interprets library law, such as developing rules for the state library card program, and assigning service areas for public libraries.
- Staff in-service day was held on October 12, 2022. This was our first in-service day since 2019. Topics covered included harassment, abuse prevention training, active shooter training, Code Adam training, and health and wellness. The next in-service day will be held on November 1, 2023.
- Karen will be on vacation from October 18 returning on November 7.
- Cliff reported on Network for Good. The Montgomery County Foundation has given MC-NPL a \$5,000.00 grant for access to this online donor/contact management system at no cost for one year and a subsidized membership for the second year. During the first year, the grant will provide MC-NPL staff with access to an expert fundraising coach. The platform will allow us to accept online credit card donations.
- Karen shared the one-page version of the Strategic Plan. This document was prepared by Cliff with excellent graphic design work by Karen Mitchell.

DISTRICT CONSULTANTS' REPORTS

Tracey Reed and Katie Dunbar

Tracey Reed and Katie Dunbar are attending the Pennsylvania Library Association conference in Harrisburg. Their written reports were distributed at the meeting.

OLD BUSINESS

Cathy reported that that the Policy Committee, (consisting of herself, Theresa, Brian, and Karen) had met and made changes to the Library Use Policy, and had reviewed the Safe Child Policy and made no changes to the latter.

After discussion, the Policy Committee **moved** to approve both the Library Use Policy and the Safe Child Policy as presented at the meeting. Chuck **seconded** the motion. **The motion passed.**

NEW BUSINESS

None.

PUBLIC COMMENTS

None.

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

EXECUTIVE SESSION

Chantelle **moved** to adjourn the meeting and go into Executive Session to discuss a personnel matter. Cynthia **seconded** the motion. **The motion passed.** The Board went into Executive Session at 5:43 p.m.

Cynthia **moved** to adjourn Executive Session to return to the regular meeting. Jules **seconded** the motion. **The motion passed.** The Board returned to regular session at 6:26 p.m.

ADJOURNMENT

Chuck **moved** to adjourn the meeting. Chantelle **seconded** the motion. **The motion passed.** The meeting adjourned at 6:27 p.m.

Respectfully submitted,
Cliff Hirst, Administrative Assistant

The next scheduled Board meeting is on Monday, November 21, 2022 at 4:30 p.m. in the Board Room of the Montgomery County-Norristown Public Library.