

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

**Monday, November 21, 2022 at 4:30 p.m.
Board Room and Zoom**

PRESENT

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

ABSENT

Chantelle Silverio

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 District Consultant

OTHERS PRESENT

Laura Smith

CALL TO ORDER

President Cathy Sweeney called the meeting to order at 4:33 p.m. Laura Smith introduced herself to those present. Chuck Wilson has recommended Laura for board membership beginning in 2023.

APPROVAL OF MINUTES

Theresa moved to approve the minutes of the October 17, 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 September 30, 2022, as reviewed at the meeting by Treasurer Chuck Wilson.

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$4,654,803.75	\$4,318,545.90
Endowments and Investments	\$16,906.23	\$15,666.66
Grants and Fundraising	\$98,284.78	\$91,166.68
Fines and Service Income	\$67,775.2	\$38,473.32
Total Revenues	\$4,837,769.96	\$4,463,852.56
EXPENSES		
Total Personnel costs	\$3,045,072.67	\$3,302,964.60
Library Materials	\$378,794.88	\$556,600.00
Furniture & Equipment	\$72,815.76	\$56,500.02
Automation	\$110,080.49	\$125,306.98
Operating expenses	\$434,212.25	\$429,018.22
Total Expenses	\$4,040,976.05	\$4,470,389.82

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Chuck reported on the financial statements. Total Revenues and Total Expenses are both favorable to budget. Cynthia **moved** to file the financial statements for audit. Jules **seconded** the motion. **The motion passed.**

APPROVAL OF BILLS OVER \$1,000

Chuck reviewed the bills over \$1,000.00 through November 17. These payments totaled \$254,225.37. Chuck **moved** to approve the bills over \$1,000.00. Theresa **seconded** the motion. **The motion passed.**

PRESIDENT'S REPORT

Cathy Sweeney

- The Annual Appeal mailing has been sent out and contributions are coming in.
- 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. Checks should be payable to MC-NPL.
- Cliff reported that Von C Brewing Company has been reserved for Tuesday, June 6, 2023, and that the musicians, "The Kool Kats," formerly known as "N-Town Band," have also been booked for that date. Von C has waived the \$500.00 venue fee for us. We are responsible for paying for drinks consumed, and arranging and paying for food.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen presented her report.

- The Friends meet tomorrow. They are considering using \$92,000 to upgrade the Community Room. Friends President Bob Gannon did a walk through in the Community Room with Karen and Tom last week.
- Employee Retention Tax Credit discussion: We were forced to close for a number of weeks in 2020 and 2021, so we might be eligible for ERTC. Leyton USA has approached us about pursuing the Credit for a 15% cut of any credit received. Karen will reach out to our auditor, Maillie, to see if they could do this for us.
- The audited financial statements and the 990 for 2021 were distributed at the meeting and emailed to all board members.
- Karen presented the new logo for the Montgomery County-Norristown Public Library. Cliff developed the design with the help of a Catchafire volunteer graphic designer. Everyone liked it. The logo will be rolled out in January.
- Karen noted that there was no heat in the building this morning... it was 34 degrees F in the building.
 - The motor regulator for the air handlers failed. County Public Property's fix to this problem was to bypass the motor regulator entirely until a new one can be installed.

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- Fifteen years ago, the electric heaters in the ceilings throughout the building were disconnected due to the high cost of operating them. It would be possible to turn them back on, but only in the coldest areas of the building.
- Karen noted that we are appealing an Unemployment Compensation claim by a former employee. Karen and Maxine will be attending the appeal hearing in December.
- Proposed County Budget:
 - Proposed County budget includes:
 - a 3% increase in operating support for the library in 2023
 - \$15.5 million in capital funds for the library to be spent in 2023 and 2024
 - **There will be two public meetings for public comment on the proposed budget. Montgomery County CFO, Dean Dortone, has asked our board members to attend, and to let the public and the County know how much the library needs and appreciates the County's support.**
 - Wednesday, December 1, 2022, one at 10 a.m. and another at 5 p.m.
 - See <https://www.montcopa.org/93/Finance>.
 - Karen will send talking points to board members prior to the meetings.
 - Karen noted that there is still no RFP for the building study, which was approved in December 2021.
- Chuck offered to meet with Karen, Li, and Mary Metz to plan for the library's 2023 budget.

DISTRICT CONSULTANTS' REPORTS

Tracey Reed and Katie Dunbar

- Tracey reported that Hatboro Library is searching for a new library director.
- Katie reported that we are working on next summer's programming, including teen author events, also working on professional development with youth librarians, also outreach to teens

OLD BUSINESS

None.

NEW BUSINESS

Nominations for Board Officers for 2023 are postponed until the December meeting. Cathy Sweeney expressed her willingness to continue to serve as Board President in 2023, and Jules DiLuzio expressed his willingness to continue to serve as First Vice President in 2023.

PUBLIC COMMENTS

None.

EXECUTIVE SESSION

Mary **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 5:28 p.m.

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Chuck **moved** to adjourn Executive Session to return to the regular meeting. Brian **seconded** the motion. **The motion passed.** The Board returned to regular session at 6:46 p.m.

ADJOURNMENT

Chuck **moved** to adjourn the meeting. Cynthia **seconded** the motion. **The motion passed.** The meeting adjourned at 6:47 p.m.

Respectfully submitted,
Cliff Hirst, Administrative Assistant

The next scheduled Board meeting is on Tuesday, December 6, 2022 at 5:30 p.m. at Redstone American Grill in Plymouth Meeting.