

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

**Tuesday, December 6, 2022 at 5:30 p.m.
Board Meeting and Holiday Dinner**

Redstone American Grill, 512 W Germantown Pike, Plymouth Meeting, PA 19462

PRESENT

Cathy Sweeney	Chuck Wilson	Theresa Martini	Brian Mays
Jules DeLuzio	Mary Metz		

ABSENT

Angie Hinton	Chantelle Silverio	Cynthia Wirth
--------------	--------------------	---------------

STAFF PRESENT

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

OTHERS PRESENT

None.

CALL TO ORDER

President Cathy Sweeney called the meeting to order at 5:50 p.m.

APPROVAL OF MINUTES

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

REVIEW OF FINANCIAL STATEMENTS

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

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$4,891,949.08	\$4,555,771.24
Endowments and Investments	\$18,541.03	\$17,233.33
Grants and Fundraising	\$106,032.56	\$96,833.34
Fines and Service Income	\$68,844.54	\$41,933.16
Total Revenues	\$5,085,367.21	\$4,711,771.07
EXPENSES		
Total Personnel costs	\$3,347,296.24	\$3,634,435.91
Library Materials	\$457,752.14	\$612,100.00
Furniture & Equipment	\$74,664.31	\$59,250.01
Automation	\$110,352.76	\$125,819.49
Operating expenses	\$505,018.56	\$464,334.86
Total Expenses	\$4,495,084.01	\$4,895,940.27

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

Chuck reported on the financial statements. Total Revenues and Total Expenses are both favorable to budget. Mary **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 December 5, 2022. These payments totaled \$89,788.86. Mary **moved** to approve the bills over \$1,000.00. Jules **seconded** the motion. **The motion passed.**

PRESIDENT'S REPORT

Cathy Sweeney

- Cathy thanked Chuck Wilson for his long-time service on the board. His term is ending this month. Chuck has served on the board as both member and as Treasurer since 2009! As a token of our appreciation, we will be placing a book in the collection in his honor.
- Annual Appeal contributions total \$15,942 from 264 donors as of 12/6/2022, compared to about \$21,000 at the same time last year. Donations continue to come in. Cliff noted that our Network for Good platform includes text-to-give: Text "GIVE" or "DONATE" to (610) 686-8850 and you will directed to our Annual Appeal campaign, where you can make an on-line donation.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen gave a verbal report to the board.

- Employee Retention Tax Credit update. Karen reported that she reached out to Maille, our auditor, who recommended asking ADP, our payroll company if this is something that they do. ADP would charge \$90/employee per quarter for an amendment, which is approximately the same cost as that quoted by Leyton. Karen is reaching out to Leyton again for more information.
- Community Room use: Montgomery County is considering using the Norristown Public Library's Community Room and lobbies as a code blue shelter. Our facility is one of several under consideration. As part of their decision-making, a number of County officials have recently visited the library, and County officials are planning to proceed with an RFP for a building survey, in preparation for budgeted capital improvements.
- Retirement Plan: Chuck **moved** that MC-NPL make a 2.75% matching contribution totaling \$53,375.00 to the TIAA 403(b) plan, covering 45 participating employees. Mary **seconded** the motion. **The motion passed.**
- Karen presented a proposed 2023 Salaries and Wages budget as follows:

[REDACTED]

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

2023 Salaries and Wages	
2023	\$ 3,314,904.00
2022	\$ 3,203,815.00
increase	\$ 111,089.00
	3.47%

- Jules **moved** to approve the proposed 2023 salary and wages budget of \$3,314,904.00 to be distributed as follows:
 - 7 employees currently at \$15.00/hour with more than 10 years of service: 4%
 - 12 employees currently at \$15.00/hour with less than 5 years of service: 2.5%
 - All other employees: 3.5%Mary **seconded** the motion. **The motion passed.**

OLD BUSINESS

- Mary **moved** to elect Laura Smith to a first three-year term on the MC-NPL Board of Directors to begin on January 1, 2023. Theresa **seconded** the motion. **The motion passed.**
- Theresa **moved** to elect the following persons as board officers for 2023:
 - President: Cathyann Sweeney
 - First Vice President: Jules K. DeLuzio: First Vice President
 - Second Vice President/Secretary: Brian Mays
 - Treasurer: Mary MetzBrian **seconded** the motion. **The motion passed.**

NEW BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Mary **moved** to adjourn the meeting. Brian **seconded** the motion. **The motion passed.** The meeting adjourned at 6:25 p.m.

Respectfully submitted,
Cliff Hirst, Administrative Assistant

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

The next scheduled Board meeting is on Monday, January 23, 2023 at 4:30 p.m. by Zoom only (not in-person).