

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

**Monday, January 23, 2023 at 4:30 p.m., by Zoom meeting  
Board Meeting**

**PRESENT**

Cathy Sweeney	Theresa Martini	Brian Mays	Jules DeLuzio
Mary Metz	Angie Hinton	Chantelle Silverio	Cynthia Wirth
Laura Smith			

**ABSENT**

None.

**STAFF PRESENT**

Karen DeAngelo, Executive Director	Cliff Hirst, Administrative Assistant
Katie Dunbar, Youth District Consultant	Tom Fluharty, Director of Operations

**OTHERS PRESENT**

None.

**CALL TO ORDER**

President Cathy Sweeney called the meeting to order at 4:35 p.m.

**APPROVAL OF MINUTES**

Brian **moved** to approve the minutes of the December 6, 2022 board meeting. Theresa **seconded** the motion. **The motion passed.**

**REVIEW OF FINANCIAL STATEMENTS**

The following is a summary of the financial statements for the month ending December 31, 2022, as reviewed at the meeting by Treasurer Mary Metz.

	YTD Actual	YTD Budget
<b>REVENUES</b>		
State & Municipal Support	\$5,020,903.93	\$4,838,403.00
Endowments and Investments	\$37,703.85	\$18,800.00
Grants and Fundraising	\$145,586.40	\$105,000.00
Fines and Service Income	\$91,537.16	\$45,518.00
<b>Total Revenues</b>	<b>\$5,292,731.34</b>	<b>\$5,007,721.00</b>
<b>EXPENSES</b>		
Total Personnel costs	\$3,693,419.32	\$3,960,371.32
Library Materials	\$602,172.88	\$667,600.00
Furniture & Equipment	\$79,782.65	\$62,000.00
Automation	\$112,636.10	\$126,332.00
Operating expenses	\$640,592.72	\$509,127.00
<b>Total Expenses</b>	<b>\$5,128,603.67</b>	<b>\$5,325,430.32</b>

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Mary reported on the financial statements. She noted that overall, we have stuck very close to budget. Total revenues were higher than projected. On the expense side, in December we purchased a larger-than-usual amount library materials. Karen noted that we are required to spend at least 12% of our budget on library materials, and we were catching up in December. Payroll expenses were lower than budget. As is usual, not all budgeted positions are filled at all times. Mary **moved** to file the financial statements for audit. Jules **seconded** the motion. **The motion passed.**

**APPROVAL OF BILLS OVER \$1,000**

Mary reviewed the bills over \$1,000.00 through December 31, 2022. These payments totaled \$231,586.95. Cynthia **moved** to approve the bills over \$1,000.00. Theresa **seconded** the motion. **The motion passed.**

**PRESIDENT'S REPORT**

Cathy Sweeney

Cathy shared Cliff's report that the Annual Appeal has raised \$28,052 as of 1/17/2023, compared to \$43,735 as of 1/19/22, 45,838 as of 1/15/2021, and \$28,882 as of 1/20/2020. Printing and mailing costs were \$2,906.46 in 2022 compared to \$9,022.57 in 2021. These costs were about \$6,000.00 lower than the prior year because the mailing list was reduced from 23,000 in 2021 to 2,100 in 2022. All persons who had donated within the last three years were included on the 2022 mailing list. Cathy noted that other nonprofits have experienced a decline in giving in the past year; the tax benefits of giving and economic conditions are quite different from what they were in 2020 and 2021.

June Jazz will be from 5 p.m. to 8 p.m. on Tuesday, June 6, 2023 at Von C Brewing Company, 1210 Stanbridge St Suite 300, Norristown, PA 19401. The Kool Kats band, formerly known as the N Town Band, will perform at the venue. We will be responsible for food, so please share your suggestions for food vendors, food trucks, etc., with Cliff and Karen. Members mentioned zeps, tomato pie, pretzels, and water ice as possibilities.

**EXECUTIVE DIRECTOR'S REPORT**

Karen DeAngelo

Karen presented her report.

- The Friends board has only five members; they are looking for more. The Friends were considering investing their remaining assets in technology improvements to the Community Room. This plan is now on hold because the County is considering gutting the entire building as part of renovations.
- The 2022 audit is scheduled for April 2023.
- The State Annual report is due in March.
- The Main Library building was closed due to lack of heat from noon on January 10, 2023 through January 18, 2023. We reopened on Thursday, January 19. The 750-pound motor that serves the HVAC air circulation system failed and had to be replaced. County Public

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Property sourced, received, and installed a replacement motor for the HVAC system within a week, which is quite impressive given ongoing supply chain issues.

- The County is preparing an RFP for a building study this year; this study will include a full community survey and focus groups, with public, staff, and board input.
- Karen noted that the Philadelphia Inquirer published an article about the changing roles of public libraries on January 16, 2023:
  - “No longer just a place to check out a good book, libraries are rising to the challenge of providing vital public services for the residents.”
  - <https://www.inquirer.com/news/libraries-narcan-public-health-services-20230116.html>
- Karen noted some highlights from the proposed 2023 MC-NPL Budget:
  - Includes \$10,000.00 for a new website
  - Includes funds for Homelessness in the Library and harassment training as it did last year
  - Includes \$5,000.00 for adult programming and \$10,000.00 for Children’s programming
  - MCLINC costs are going up. MCLINC’s new formula places a greater burden on MC-NPL: under the new formula MC-NPL's charges will increase 8% every year for the next five years. This will amount to an additional \$100,000.00 per year at the end of the period.
  - We are using PPP loan funds and unspent funds from last year to continue to support the staff compensation increases that we implemented last year.
  - The State Public Library Subsidy has increased by 17%, but the forthcoming implementation of the State formula may result in reductions in state aid in for MC-NPL in future years.
- Karen reported that she has hired a lawyer to represent us in an ongoing unemployment compensation claim.
- Our new online payroll system is operational, but it will take a while for the new system to run smoothly. We have switched from 24 to 26 pay periods per year.
- The Branch Manager position at Royersford is still open. The advisory board will be interviewing candidates for the position.

**DISTRICT CONSULTANTS’ REPORT**

Katie Dunbar

- Katie reported on behalf of Tracey Reed that the Free Library of Hatboro has hired a new director.
- Katie reported on Youth Services in the District: she highlighted that she has been working with District Libraries on Teen programming initiatives, author events for 2023, and a partnership with the Montgomery County Intermediate Unit (MCIU).
- Karen noted that the Norristown Area School District has increased its annual allocation to MC-NPL to \$12,000.00 from \$9,000.00 in the prior year.

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**NEW BUSINESS**

Karen reported that she has appointed herself as delegate, and Loretta Righter as alternate, to the MCLINC Board of Directors.

Cliff has mailed Conflict of Interest forms to board members. Please complete these forms and return them within the next few weeks.

Karen presented a proposed Public Comment Policy. This policy is modeled on that of other libraries and of Montgomery County. Mary **moved** to approve the proposed Public Comment Policy. Angie **seconded** the motion. **The motion passed.**

Karen asked the board to approve the proposed 2023 budget that she had presented in her report, above. Mary **moved** to approve the proposed 2023 MC-NPL Budget. Jules **seconded** the motion. **The motion passed.**

**PUBLIC COMMENTS**

None.

**EXECUTIVE SESSION**

Theresa **moved** to adjourn the meeting and go into Executive Session to discuss a personnel matter. Brian Mays **seconded** the motion. **The motion passed.** The Board went into Executive Session at 5:24 p.m.

Cynthia **moved** to adjourn Executive Session to return to the regular meeting. Laura **seconded** the motion. **The motion passed.** The Board returned to regular session at 5:36 p.m.

**ADJOURNMENT**

Brian **moved** to adjourn the meeting. Theresa **seconded** the motion. **The motion passed.** The meeting adjourned at 5:39 p.m.

Respectfully submitted,  
Cliff Hirst, Administrative Assistant

**The next Board meeting is scheduled for Monday, February 27, 2023 at 4:30 p.m. by Zoom meeting ONLY. This meeting will NOT be in-person.**