

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

**Monday, February 27, 2023 at 4:30 p.m., by Zoom meeting
Board Meeting**

PRESENT

Cathy Sweeney	Theresa Martini	Jules DeLuzio	Mary Metz
Cynthia Wirth	Laura Smith		

ABSENT

Angie Hinton	Brian Mays	Chantelle Silverio
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STAFF PRESENT

Karen DeAngelo, Executive Director	Cliff Hirst, Administrative Assistant
Tracey Reed, District Consultant	Tom Fluharty, Director of Operations
Li Kang, Accountant	

OTHERS PRESENT

None.

CALL TO ORDER

President Cathy Sweeney called the meeting to order at 4:33 p.m.

APPROVAL OF MINUTES

Theresa **moved** to approve the minutes of the January 23, 2023 board meeting. Cynthia **seconded** the motion. **The motion passed.**

REVIEW OF FINANCIAL STATEMENTS

The following is a summary of the financial statements for the month ending January 31, 2023, as reviewed at the meeting by Treasurer Mary Metz.

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$33,500.00	\$244,342.09
Endowments and Investments	\$1,481.29	\$3,291.67
Grants and Fundraising	\$10,877.40	\$9,083.30
Fines and Service Income	\$1,661.08	\$2,066.71
Total Revenues	\$47,519.77	\$258,783.77
EXPENSES		
Total Personnel costs	\$267,218.16	\$345,622.77
Library Materials	\$14,259.90	\$56,541.59
Furniture & Equipment	\$1,291.24	\$3,020.42
Automation	\$466.80	\$516.00
Operating expenses	\$75,772.38	\$80,757.77
Total Expenses	\$359,008.48	\$486,458.55

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Mary presented the financial statements for January 2023. State and county payments had not yet come in by January 31; Karen noted that State Aid was deposited to our account on February 1, 2023. Mary noted that the payments from both the Upper Perkiomen Valley Library and Norristown Area School District were contributions for 2022. On the expense side, Personnel Costs are below budget because we presently have eleven open positions.

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 for the period of January 20 through February 23, 2023. These payments totaled \$246,577.68. Cindy **moved** to approve the bills over \$1,000.00. Theresa **seconded** the motion. **The motion passed.**

PRESIDENT'S REPORT

Cathy Sweeney

Annual Appeal: The 2022 Annual Appeal raised \$32,352 as of 2/14/2023. Comparable figures from past years are \$48,104 as of 2/22/22, \$46,318 as of 2/17/2021, and \$29,375 as of 2/13/2020. Cliff noted that he had just received a check for \$1,200.00 today for Merck's employer match for some Annual Appeal contributions.

June Jazz: June Jazz is scheduled for Tuesday, June 6, 2023 from 5 p.m. to 8 p.m. at von C Brewing Company, 1210 Stanbridge Street, Norristown.

- In past years, the board has contributed one wine and one spirits basket to the silent auction. Individual board members are welcome to contribute to either of these and/or contribute baskets of their own. Board members may bring their contributions to the silent auction to either the March or May board meetings, which will both be in-person. (The April meeting will be on Zoom).
- Tickets and sponsorships are available for purchase online: <https://mc-npl.networkforgood.com/events/53292-june-jazz>
- We have raised the event ticket price to \$60.00 this year in order to cover increasing costs.

Executive Director Evaluation: The Personnel Committee, consisting of Mary, Jules, and Cathy, met last week to review board members' responses to the Executive Director Evaluation questionnaire. The committee will meet with Karen tomorrow to review those results and her self-assessment, and on Thursday, the committee will send out the synopsis to all board members. The committee may ask for more board input at that time.

Conflict-of-Interest Forms: Please return your conflict-of-interest forms to Cliff, if you have not done so already.

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EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

- Karen reviewed the May 2022 Virtual Board Retreat Summary. She noted that many board members expressed interest in learning more about library structure and history. Tracey Reed will begin to address that need today by giving an overview of Montgomery County Library District services at this meeting.
- At the February 21, 2023 meeting of the Friends, the Friends Board voted to provide all museum passes to all library borrowers for free, ending the previous practice of offering free museum passes only to Friends members.
- The Montgomery County Commissioners approved publicity of the Library Building Study RFP. The walkthrough will be on March 1 at 10 a.m. Karen attended the Commissioners' meeting and thanked each of the Commissioners personally. The RFP calls community and stakeholder studies, and for keeping the building open during construction by means of swing spaces.
- County Public Property hired a vendor to make patch repairs to all our roofs. They identified sixteen active leaks in the process. The repairs are complete, but the vendor told Karen "...you need new roofs."
- Abington Township Library has begun providing Self-Care Products discretely located in drawers in the teen area, including toothbrushes, toothpaste, feminine products, etc. Their teens asked them to consider providing condoms as well. All materials are donated. The Abington Library Board and Municipal Commissioners are now considering the request. Karen wanted the board to be aware of this, and to consider whether or not our library wishes to offer a similar service in the future.
- Polaris is off-line right now for software upgrades.
- Jeanne Cove will be leaving as branch manager at UPV. She will be taking the position of Head of Adult Services and Outreach at the Main Library in Norristown. The Royersford and Upper Perkiomen Valley Branch Manager positions are both open.
- Karen presented a revised Library Use Policy to the board for its consideration. The revised policy adds one bullet point to the patron's responsibility section regarding the storage of large and wheeled items not used for mobility. Mary **moved** to approve the revised Library Use Policy as presented at the meeting. Cindy **seconded** the motion. **The motion passed.**

DISTRICT CONSULTANTS' REPORT

Tracey Reed

Tracey presented an overview of libraries in the Commonwealth in general, and Montgomery County Library District services in more detail.

OLD BUSINESS

None.

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NEW BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Theresa **moved** to adjourn the meeting. Cindy **seconded** the motion. **The motion passed.** The meeting adjourned at 5:45 p.m.

Respectfully submitted,
Cliff Hirst, Administrative Assistant

The next Board meeting is scheduled for Monday, March 20, 2023 at 4:30 p.m. This meeting will be in-person in the Board Room with a hybrid option.