

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

**Monday, March 20, 2023, at 4:30 p.m., Board Room and Zoom  
Board Meeting**

**PRESENT**

Cathy Sweeney	Theresa Martini	Jules DeLuzio	Mary Metz
Laura Smith	Brian Mays		

**ABSENT**

Angie Hinton	Cynthia Wirth	Chantelle Silverio
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**STAFF PRESENT**

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

**OTHERS PRESENT**

Meera Ponnappa, Project Manager, Montgomery County Office of Assets & Infrastructure

**CALL TO ORDER**

President Cathy Sweeney called the meeting to order at 4:31 p.m.

**APPROVAL OF MINUTES**

Jules **moved** to approve the minutes of the February 27, 2023, 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 February 28, 2023, as reviewed at the meeting by Treasurer Mary Metz.

	YTD Actual	YTD Budget
<b>REVENUES</b>		
State & Municipal Support	\$1,437,576.00	\$1,892,760.10
Endowments and Investments	\$3,217.51	\$6,583.34
Grants and Fundraising	\$14,356.25	\$18,166.64
Fines and Service Income	\$2,778.05	\$3,983.38
<b>Total Revenues</b>	<b>\$1,457,927.81</b>	<b>\$1,921,493.46</b>
<b>EXPENSES</b>		
Total Personnel costs	\$571,954.33	\$689,695.50
Library Materials	\$28,390.51	\$113,083.26
Furniture & Equipment	\$3,753.86	\$6,040.84
Automation	\$29,496.02	\$32,562.75
Operating expenses	\$106,084.35	\$124,782.85
<b>Total Expenses</b>	<b>\$739,679.07</b>	<b>\$966,164.85</b>

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Mary presented the financial statements for February 2023. Mary noted that the figures reported are much closer to the budget this month than last. Karen noted that the Montgomery County appropriation was transferred to our bank account after February 28, 2023, and will be reflected in next month's statements. Expenses are favorable to budget.

Theresa **moved** to file the financial statements for audit. Jules **seconded** the motion. **The motion passed.**

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

Mary reviewed bills over \$1,000.00 for the period of February 28 through March 13, 2023. These payments totaled \$240,444.44. Laura **moved** to approve bills over \$1,000.00. Jules **seconded** the motion. **The motion passed.**

**UPDATE ON MONTGOMERY COUNTY RFP 23-13**

Meera Ponnappa, Montgomery County Office of Assets & Infrastructure

Project Manager Meera Ponnappa presented an update on the status of Montgomery County RFP 23-13: A&I for Construction Management Services for the Montgomery County-Norristown Public Library Building Upgrade.

<https://montcopa.bonfirehub.com/opportunities/86746>

Meera noted that there was a lot of interest in the RFP. Over 20 vendor representatives attended the pre-proposal building walk-through on March 1, 2023, and over 50 vendor questions were submitted on the BonfireHub portal. A number of the vendors have extensive experience with Library projects. The close date of the RFP has been extended to April 3, 2023.

Meera reported that the County is now recommending the temporary relocation of the Library to a location in Norristown while the upgrade work proceeds. The original plan was to keep the Library open at its present location while performing the renovations in multiple phases. Moving the Library to a temporary location would allow for a one-phase project. A one-phase project should cost less, take less time to complete, and cause fewer interruptions to Library services. Meera stated that the County's intent is to return the Library to its permanent home at 1001 Powell Street as quickly as possible. Meera noted that the County Commissioners will make the final decision on how to proceed, but that they are looking for input from the MC-NPL Board of Directors.

Karen reported that County officials have told her that there is a legal requirement that the Library must remain in Norristown, even during a temporary relocation. Meera reported that the County is looking at the Logan Building at Logan Commerce Center as one possibility for a temporary location. Cathy asked how long the Library might be at a temporary location. Meera

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responded: “two to three years, as a very rough estimate, hopefully closer to two with a one-phase project.” A staged project could possibly take 3 to 5 years.

Karen shared comments from Board Member Angie Hinton, who was unable to attend the meeting.

- Angie said in an email to Karen: “the only thing I think I feel strongly about is that the Library will not move from its current location. It would be demoralizing to take a newer state-of-the-art Library out of the community where it is needed most.”
- Karen asked Angie for clarification: “I agree that I want to see it stay here permanently, but am open to a temporary location as long as it remains in Norristown... how do you feel about that?”
- Angie’s response was “Temporarily makes sense, I just would be opposed to permanent because the kids here have told me over and over that they feel like they have very little... Having the Library reimaged, but in another location, would be devastating and make them feel ‘less than’ they already do.”

Karen asked, “Having heard Angelique Hinton’s comments, does the rest of the Board have anything they’d like to ask or add?”

In the ensuing conversation, Board members expressed several thoughts:

- A temporary location in Norristown would be fine, given that the project could be completed more quickly, with less disruption to the public and Library staff
- The Library should remain in its present location in Norristown
- A revitalized building at the Library’s present location might draw new visitors
- The Library might serve a broader public if it moved to a different neighborhood in Norristown
- It is important that Library visitors feel safe wherever it is located, and there are family members who will not come here because of that
- The planning process must include the public and stakeholder organizations

Mary **moved** to endorse a temporary relocation of the Montgomery County-Norristown Public Library to another location within Norristown while Montgomery County performs upgrades to the Library building, with the understanding that the County has no current plan to permanently relocate the Library. Jules **seconded** the motion. **The motion passed.**

**PRESIDENT’S REPORT**

Cathy Sweeney

**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.

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- 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 the May Board meeting, which will 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.

Cathy reported that the annual Executive Director evaluation is complete and that the results have been shared with all Board members.

**EXECUTIVE DIRECTOR'S REPORT**

Karen DeAngelo

Karen presented her report. The Friends are meeting tomorrow; Karen will be asking them to sponsor June Jazz. The State Annual Report is completed; it is awaiting approval. Karen noted that training resources provided by the PA Library Staff Academy are available to all Board members: <https://my.nicheacademy.com/paocl-staf>

The Royersford Free Library and Upper Perkiomen Valley Library Branch Manager positions are both still open. Karen explained the process for hiring Branch Managers: Karen and Maxine Clarke qualify candidates and perform first interviews. Karen and Maxine include the branch advisory Boards in second interviews of finalists. The branch advisory Boards make a final choice among the candidates that Karen has approved.

Karen reported that Alderfer Auction Company has identified a few items owned by the Library that may be of some value. These include old books and original artwork. Alderfer would require us to pack and ship the items to their location and would charge a seller's fee of 25%. Karen will discuss options of what we might do with these items at the next Board meeting.

**DISTRICT CONSULTANTS' REPORT**

Katie Dunbar, Youth District Consultant

Katie presented her report. Tracey Reed is working with the Lansdale Public Library Board as they recruit a new Library Director. Katie Dunbar visited the Montgomery County Intermediate Unit last month to provide them with information about available Library services and to explore new partnerships. Katie is deep into summer reading programming planning for the District.

**NEW BUSINESS**

None.

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**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

Laura **moved** to adjourn the meeting. Mary **seconded** the motion. **The motion passed.** The meeting adjourned at 5:26 p.m.

Respectfully submitted,  
Cliff Hirst, Administrative Assistant

**The next Board meeting is scheduled for Monday, April 17, 2023, at 4:30 p.m. This meeting will be virtual, NOT in-person.**