

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

**Monday, April 17, 2023, at 4:30 p.m., Zoom Meeting  
Board Meeting**

**PRESENT**

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

**ABSENT**

Angie Hinton	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

**OTHERS PRESENT**

None.

**CALL TO ORDER**

President Cathy Sweeney called the meeting to order at 4:34 p.m.

**APPROVAL OF MINUTES**

Cynthia **moved** to approve the minutes of the March 20, 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 March 31, 2023, as reviewed at the meeting by Treasurer Mary Metz.

	YTD Actual	YTD Budget
<b>REVENUES</b>		
State & Municipal Support	\$2,471,631.27	\$2,137,102.19
Endowments and Investments	\$9,336.69	\$9,874.97
Grants and Fundraising	\$22,611.65	\$31,249.94
Fines and Service Income	\$5,243.50	\$5,949.97
<b>Total Revenues</b>	<b>\$2,454,823.11</b>	<b>\$2,184,177.07</b>
<b>EXPENSES</b>		
Total Personnel costs	\$868,928.52	\$1,033,718.43
Library Materials	\$80,275.71	\$169,624.97
Furniture & Equipment	\$9,278.19	\$9,061.22
Automation	\$58,264.49	\$32,788.75
Operating expenses	\$142,633.73	\$169,057.31
<b>Total Expenses</b>	<b>\$1,159,380.64</b>	<b>\$1,414,240.68</b>

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Mary presented the financial statements for March 2023. The delayed municipal support payments have come in. Personnel costs are below budget due to open positions. Total revenues and total expenses are both favorable to budget.

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

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

Mary reviewed bills over \$1,000.00 for the period of March 20 through April 10, 2023. These payments totaled \$155,072.42.

Cynthia **moved** to approve bills over \$1,000.00. 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, Suite 300, 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 the May Board meeting, which will be in-person.
- Tickets and sponsorships are available for purchase online: <https://mc-npl.networkforgood.com/events/53292-june-jazz>

**EXECUTIVE DIRECTOR'S REPORT**

Karen DeAngelo

Karen presented her report.

- The Friends are meeting tomorrow; they are contributing an Author Sponsorship to June Jazz, for which we are very grateful.
- All board members have access to training resources provided by the PA Library Staff Academy: <https://my.nicheacademy.com/paocl-staf>.
- There were nine submissions to the Request for Proposal for renovations to the Main Library Building in Norristown.
- We have hired a Branch Manager for the Royersford Branch.
- We are interviewing candidates for the Upper Perkiomen Valley Branch Manager position.
- Over the past year, we have had an increase in incidents involving individuals experiencing homelessness or mental illness. These interactions have the greatest impact on our front-line circulation staff in Norristown, and they requested a meeting with security and administration to discuss the fact that they feel unsafe. Rob Robbins

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and Eric Giera were in attendance, along with Tom Fluharty and me. Details about their concerns, and our response, are in Karen's written Director's report.

- Gallery Night was held on Wednesday, March 23, 2023. This was our first Norristown Area School District Gallery Night since 2020. We estimate that around 800 parents, grandparents, teachers, children, and community members passed through the library that night. We learned a lot about traffic flow and will implement it next year!
- The air conditioning has been turned on at the Main Library in Norristown, but it has needed to be restarted several times already. According to County Public Property, of our four compressors, one is out of service, and of our two chillers, only one is operating, and that one is at 50% capacity. Public Property has ordered the materials required to make repairs. It's unfortunate and frustrating that these repairs are being made so close to the summer months.
- Karen has been invited to attend the Municipality of Norristown's Council Work Session on April 18th at 6:30 p.m. for a five-minute presentation of ideas for distribution of Municipal ARP Funds. Karen will be suggesting that these funds be used to build a Teen Space in the renovated Library building. ARP funds need to be spent no later than December 31, 2026.

**DISTRICT CONSULTANTS' REPORT**

Tracey Reed, District Consultant

Tracey presented her report. She has been working on State annual reports. Of the 19 reports in the district, 15 were returned for mostly minor corrections. There are new staff at the Office of Commonwealth Libraries reviewing these reports and they are pursuing their due diligence energetically. Tracey is working with the Lansdale Library board (the Borough) to fill their vacant director position. She is also working with several libraries, including Norristown, on developing ways to cope with the expanding population of unhoused and/or mentally ill persons. Katie Dunbar, Youth District Consultant, is working on the Child Development Foundation grant, (an annual grant that supports the purchase of library materials that highlight special needs youth) and with the Montgomery County Intermediate Unit (MCIU).

**NEW BUSINESS**

None.

**PUBLIC COMMENTS**

None.

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**ADJOURNMENT**

Cynthia **moved** to adjourn the meeting. Laura **seconded** the motion. **The motion passed.** The meeting adjourned at 5:12 p.m.

Respectfully submitted,  
Cliff Hirst, Administrative Assistant

**The next Board meeting is scheduled for Monday, May 15, 2023, at 4:30 p.m. This meeting will be in-person in the Board Room with a virtual option.**