

**AGENDA**  
**MONTGOMERY COUNTY-NORRISTOWN PUBLIC LIBRARY**  
**BOARD MEETING**

**Monday, September 18, 2023, at 4:30 p.m.**

**In-person meeting in Board Room with hybrid option**

- 1) Call to Order
- 2) Approval of Minutes: Minutes of Meeting of June 26, 2023 **(motion to approve needed)**
- 3) Review of Financial Statements for month ending 08/31/2023: Mary Metz **(motion to file for audit needed)**
- 4) Approval of Bills over \$1,000: Mary Metz **(motion to approve needed)**
- 5) President's Report: Cathy Sweeney
  - a) Board Holiday Dinner, Tuesday, December 5, 2023
- 6) Executive Director's Report
  - a) Tompkins Financial – Scott Stimson (visit to answer any questions about sweep account)
  - b) The Friends
  - c) Building Update
  - d) State Aid Waiver for Personnel
  - e) Audit
  - f) Employee Retention Tax Credit (ERTC)
  - g) Board training opportunity: Robert's Rule of Order: Monday, November 13, 2023, 6 p.m. to 7 p.m. on Zoom. <https://us02web.zoom.us/j/85420668483?from=addon>
- 7) District Consultants' Report: Katie Dunbar
- 8) Old Business
  - a) Bank Consolidation: a motion to authorize the establishment of a sweep account with Tompkins Financial **(motion to approve needed)**
    - i) Scott Stimson, Vice President/Regional Community Banking Manager, Tompkins Financial, to be present to respond to questions from Board members
- 9) New Business
  - a) Purchase of vehicle: approve an expenditure of up to \$60,000.00 from the unassigned fund balance for the purchase of a vehicle **(motion to approve needed)**
  - b) Tuition reimbursement expenditures: Employees Jeanne Cove and Holly Holst are taking classes toward professional Librarian certification: approve tuition reimbursement expenditures of \$3,780.00 for both employees through fall 2024 (six courses total at \$630.00 per class). **(motion to approve needed)**
  - c) Service Area resolution to fulfill state requirements: "BE IT RESOLVED that the Board of Directors of the Montgomery County-Norristown Public Library recognizes the following municipalities as the Library's designated service area: Bridgeport Borough, Bryn Athyn Borough, Collegeville Borough, Conshohocken Borough, Douglass Township, East Greenville Borough, East Norriton Township, Green Lane Borough, Hatfield Borough, Hatfield Township, Lansdale Borough, Limerick Township, Lower Frederick Township, Marlborough Township, Montgomery Township, New Hanover Township, Norristown Borough, Pennsburg Borough, Perkiomen Township, Plymouth Township, Red Hill Borough, Royersford Borough, Schwenksville Borough, Skippack Township, Towamencin Township, Trappe Borough, Upper Frederick Township, Upper Hanover Township, Upper Providence Township, Upper Salford Township, West Conshohocken Borough, West Norriton Township, and Worcester Township." **(motion to approve needed)**

d) State Aid Waiver: "WHEREAS, PA Public Library Code 24 Pa.C.S. § 9332 (a) authorizes the State Librarian to waive standards for local libraries, library systems, and district centers upon application by the board of directors of the local library. BE IT RESOLVED that the Board of Directors of the Montgomery County-Norristown Public Library requests a waiver of standards for the reporting year 2022, at a regularly scheduled meeting of the Board held on September 18, 2023." **(motion to approve needed)**

10) Public Comments

11) Adjournment **(motion to adjourn needed)**

**The NEXT BOARD MEETING is scheduled for Monday, October 16, 2023, AT 4:30 P.M.**

**This meeting will be VIRTUAL ONLY, NOT in person.**