

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

**Monday, May 15, 2023, at 4:30 p.m., Board Room and Zoom
Board Meeting**

PRESENT

Cathy Sweeney	Theresa Martini	Jules DeLuzio	Mary Metz
Cynthia Wirth	Angie Hinton	Chantelle Silverio	

ABSENT

Brian Mays	Laura Smith
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STAFF PRESENT

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

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 April 17, 2023, Board meeting. Mary **seconded** the motion. **The motion passed.**

REVIEW OF FINANCIAL STATEMENTS

The following is a summary of the financial statements for the month ending April 30, 2023, as reviewed at the meeting by Treasurer Mary Metz.

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$2,676,973.35	\$2,381,444.28
Endowments and Investments	\$12,836.01	\$13,166.64
Grants and Fundraising	\$31,376.94	\$40,333.28
Fines and Service Income	\$8,047.33	\$7,866.64
Total Revenues	\$2,729,233.63	\$2,442,810.84
EXPENSES		
Total Personnel costs	\$1,169,486.43	\$1,377,741.16
Library Materials	\$112,739.72	\$226,166.64
Furniture & Equipment	\$10,888.03	\$12,081.64
Automation	\$60,110.41	\$61,545.50
Operating expenses	\$166,783.14	\$218,332.08
Total Expenses	\$1,520,007.73	\$1,895,867.02

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

Mary presented the financial statements for April 2023. Mary noted that there was \$3,205.48 charge to the credit card for a vehicle repair, but that the charge was not out of order.

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 April 20 through May 8, 2023. These payments totaled \$108,319.02.

Jules **moved** to approve bills over \$1,000.00. Theresa **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 make contributions to the silent auction up to Friday, May 26, 2023.
- Tickets and sponsorships are available for purchase online: <https://mc-npl.networkforgood.com/events/53292-june-jazz>
- As of this meeting, there are twenty event sponsors with sponsorships commitments totaling \$10,000 three weeks out from the event.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen presented her report.

- Karen spoke with Chuck Wilson at Towamencin Community Day this past Saturday. Chuck intends to join the Friends, and he may also be attending June Jazz.
- The County interviewed six firms last week who are bidding on the building study RFP. Two firms emerged as clear front-runners.
- One of the observations made by the architects during presentations was that the public libraries of the 1970s were built to provide people with a haven away from society and therefore had fewer windows and isolated seating. Today, libraries are places for people to connect and collaborate. They are bright, open spaces that can be reconfigured to meet the needs of users.
- Addy Brady is our new Branch Manager at Royersford.

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

- Sam Pharo will be starting as our new Branch Manager at Upper Perkiomen Valley Library on Monday, May 22, 2023. Sam has a library degree and previous library management experience.
- Karen reported that she intends to search for a firm to pursue the Federal Employee Retention Tax Credit for MC-NPL. Firms typically charge around 6% of the revenue to provide the service. Several libraries in the County have successfully taken this route.
- Karen reported that she will be preparing a proposal to raise the salaries for our Branch Managers on July 1, 2023. Presently our four Branch Managers have salaries ranging from \$41,000 to \$47,000 per year. The proposal will raise those salaries to a range of \$45,000 to \$52,000 per year, or ten percent. Our Branch Managers act as de facto Directors of their locations, and Karen would like their compensation to more closely reflect their roles. We are also asking that all new Branch Managers obtain a Provisional Librarian Certification. The Personnel Committee is to meet to review the proposal prior to the June 26 board meeting.
- Karen noted that she will be asking the Policy Committee to review possible changes to the following policies over the summer for review by the board in the fall:
 - employee information guide (needs a full overhaul)
 - collection development policy
- Cathy encouraged any board members who have an interest in serving on either the Personnel or the Policy Committee to reach out to her.
- Karen reported that the air conditioning continues to perform poorly. Karen informed the Board that she has told County officials that she will close the Library when the temperature in the public areas of the building reaches 83 degrees Fahrenheit.
- Multiple board members noted that providing a safe, climate-controlled space is an important service that the Library provides to the public.

DISTRICT CONSULTANTS' REPORT

Katie Dunbar, Youth District Consultant

Katie presented her report.

- Tracey Reed continues to work with the Lansdale Library as they search for a new director.
- Twenty-seven MC-NPL staff participated in a Beanstack challenge to give them an understanding of how the Beanstack platform works from the patron's point of view.
- The District has selected author and manga artist Misako Rocks as the Teen Author for 2023 Summer Reading. Misako will be joining us virtually. Some libraries will have in-person events while others will be fully virtual.
- Twelve of our libraries are participating in the Montgomery County-based Garden of Health food bank to collect allergen-free food and raise awareness of food insecurity.
- MontCo Libraries are participating in Passport to Summer Fun, an activity program that encourages families to explore different libraries in the county.

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

- The MontCo library directors are working with the MCIU to come to a workable arrangement for having many therapists use library spaces for preschool therapy sessions.

NEW BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Cynthia **moved** to adjourn the meeting. Jules **seconded** the motion. **The motion passed.** The meeting adjourned at 5:28 p.m.

Respectfully submitted,
Cliff Hirst, Administrative Assistant

The next Board meeting is scheduled for Monday, June 26, 2023, at 4:30 p.m. This meeting will be virtual only, not in-person.
