

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

**Monday, June 26, 2023, at 4:30 p.m., via Zoom
Board Meeting**

PRESENT

Cathy Sweeney	Theresa Martini	Cynthia Wirth	Angie Hinton
Laura Smith			

ABSENT

Jules DeLuzio	Mary Metz	Brian Mays	Chantelle Silverio
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STAFF PRESENT

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

OTHERS PRESENT

Kim Gillingham

CALL TO ORDER

President Cathy Sweeney called the meeting to order at 4:35 p.m.

APPROVAL OF MINUTES

Theresa **moved** to approve the minutes of the May 15, 2023, Board meeting. Cindy **seconded** the motion. **The motion passed.**

REVIEW OF FINANCIAL STATEMENTS

The following is a summary of the financial statements for the month ending May 31, 2023, as reviewed at the meeting.

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$2,921,315.43	\$2,625,786.37
Endowments and Investments	\$15,376.26	\$16,458.31
Grants and Fundraising	\$37,868.55	\$49,416.62
Fines and Service Income	\$8,473.54	\$9,783.31
Total Revenues	\$2,983,033.78	\$2,701,444.61
EXPENSES		
Total Personnel costs	\$1,458,190.34	\$1,721,763.89
Library Materials	\$134,933.36	\$282,708.31
Furniture & Equipment	\$11,725.09	\$15,102.06
Automation	\$60,345.68	\$65,041.50
Operating expenses	\$187,542.14	\$262,356.81
Total Expenses	\$1,852,736.61	\$2,346,972.57

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Li Kang and Cliff Hirst reviewed the financials for the month ending May 31, 2023. Cliff noted that total revenues are favorable to budget. Li Kang noted that while total expenses are lagging behind budget, they are likely to catch up to budget in the coming months.

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

APPROVAL OF BILLS OVER \$1,000

Cathy reviewed bills over \$1,000.00 for the period of May 31, 2023 through June 20, 2023. These payments totaled \$132,627.90.

Theresa **moved** to approve bills over \$1,000.00. Cindy **seconded** the motion. **The motion passed.**

PRESIDENT'S REPORT

Cathy Sweeney

June Jazz was held on Tuesday, June 6, 2023, at von C Brewing Company. The event grossed just over \$20,000.00. There were 27 sponsors and 136 attendees. Cliff noted that expenses for the event were lower than they have been in the past five years, and that income and attendance have returned to pre-pandemic levels. He also noted that online sales of sponsorships and tickets through the Network for Good platform were important to the event's success. Board members who attended the event were very pleased with the venue and the food. Cliff will reach out to von C Brewing to book next year's June Jazz, prospectively on Tuesday, June 4, 2024.

Cathy reported that Jules DeLuzio, Mary Metz, and herself have volunteered to serve on the Personnel Committee, and that Theresa Martini, Brian Mays, Chantelle Silverio, and herself have volunteered to serve on the Policy Committee. The Personnel Committee has already worked on the proposed Branch Manager salary increase presented later in this meeting, and the Policy Committee will be meeting virtually in August to work on updating our Collection Development Policy.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen presented her report.

- The District Application for State Aid has been completed and signed.
- Building Updates:
 - We are planning for a December or January move to our temporary location at Logan Commerce Center. Kimmel Bogrette + Site is making plans for fitting out the space and arranging logistics for the move.

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- Kimmel Bogrette hopes to complete the public input portion of the plan for the renovations to 1001 Powell this fall.
- Our air conditioning is working at 50%. Public spaces are comfortable, but it is often over 80 degrees in some staff areas of the building. The County is considering installing a temporary supplemental air conditioning system in our parking lot to get us through the hottest days of the summer.
- Montgomery County had roofers come out in recent months to repair leaks. We are down to two from the prior sixteen. One of the leaks is actually a plumbing issue and Cliff has reached out to the County for repairs.
- Karen presented a proposal, previously approved by the Personnel Committee, to implement an across-the-board 10% increase in Branch Manager salaries. This increase would bring our Branch Manager salaries closer to the regional average, making it easier for us to attract and retain qualified staff. As part of this proposal, we will require our Branch Managers to achieve a Provisional Librarian certification at a minimum.
 - Angie **moved** to approve an across-the-board 10% across-the-board salary increase for our four branch managers effective July 1, 2023. Cindy **seconded** the motion. **The motion passed.**
- Two banks have presented proposals for consolidating our existing 14 bank accounts into a fewer number of banks by using a sweep account. A sweep account is managed by one bank, which distributes deposited funds among other FDIC insured banks to keep the maximum at any one bank below the \$250,000 FDIC insurance threshold. We have shared the two proposals with Cathy, Mary, and Jules for review and recommendations, and we will revisit this at the September meeting. Cliff reached out to our auditor, Maillie, who endorsed the idea.
- In 2021, we discussed Story Path options with the Municipality of Norristown. On Tuesday, June 20, 2023, Norristown Council voted to approve an agreement with us to implement the project. Jeanne Cove attended this Council meeting and reported that the proposal was very well received, and that Norristown officials expressed surprise and pleasure at how much information libraries have to share.
- Karen and Maxine Clarke attended a two-day training session hosted by the Delaware Valley Health Trust on June 22 and 23, 2023. The training focused on employee benefits. In addition to the training itself, the event was a great networking opportunity for Karen, who got to know municipal officials from across Montgomery County, including those from Lansdale, Abington, and Montgomery Township.
- The Policy Committee will be working on an update to our Collection Development Policy over the summer. This project is very timely because there has recently been an uptick in challenges to library collections, as well as to library programming.
- We have worked with Norristown Area School District to establish library cards for all 7,200 NASD children using their school IDs as library cards. This is a pilot program for all of the Montgomery County Libraries.

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DISTRICT CONSULTANTS' REPORT

Tracey Reed, District Consultant

Tracey presented her report.

- Katie Dunbar was busy this past month preparing for the virtual Teen Author visit by Manga artist and author Misako Rocks!, held on June 21, 2023. The event was very well received.
- The Child Development Foundation granted MC-NPL \$7,000.00 for 2023. Katie Dunbar and Karen DeAngelo will attend an award ceremony for the grant on June 27, 2023. The grant supports the purchase of library materials that represent differently-abled youth.
- The Lansdale Public Library Executive Director position is still vacant; Tracey is working with their board in filling the position. Presently the Board consists of all the Lansdale elected Borough Council members. This arrangement is under review.
- Tracey is a member of the Office of Commonwealth Libraries' Library Board facilitation training group.
- Changes are coming down the road for the application for State Aid.
- Tracey is working on developing a District-wide Reference Chat service for patrons. This resource will be integrated with the existing *Chat with a Librarian* service offered through the Office of Commonwealth Libraries.

NEW BUSINESS

None.

PUBLIC COMMENTS

Kim Gillingham noted that she had recently hosted a quilt-making workshop for young children at Perkiomen Valley Library, and that she will be hosting another one at Lower Providence Library in July. Karen DeAngelo will have Karen Mitchell reach out to Kim to explore having this workshop at the Norristown Public Library this summer.

ADJOURNMENT

Theresa **moved** to adjourn the meeting. Cindy **seconded** the motion. **The motion passed.** The meeting adjourned at 5:30 p.m.

Respectfully submitted,
Cliff Hirst, Administrative Assistant

The next Board meeting is scheduled for Monday, September 18, 2023, at 4:30 p.m. This meeting will be in-person in the Board Room with a remote option.