

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

**Monday, September 18, 2023, at 4:30 p.m., in Board Room with Remote Option  
Board Meeting**

**PRESENT**

Cathy Sweeney	Theresa Martini	Cynthia Wirth	Angie Hinton
Jules DeLuzio	Mary Metz	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
Tom Fluharty, Director of Operations	

**OTHERS PRESENT**

Scott Stimson	Bob Massino	Todd A. Ferrara
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**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Jules **moved** to approve the minutes of the June 26, 2023, Board meeting. Cynthia **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
<b>REVENUES</b>		
State & Municipal Support	\$3,725,083.42	\$4,207,163.14
Endowments and Investments	\$26,784.71	\$26,333.32
Grants and Fundraising	\$58,168.09	\$103,166.64
Fines and Service Income	\$19,146.57	\$15,733.32
<b>Total Revenues</b>	<b>\$3,829,182.79</b>	<b>\$4,352,396.42</b>
<b>EXPENSES</b>		
Total Personnel costs	\$2,404,359.61	\$2,754,048.76
Library Materials	\$295,544.07	\$454,833.32
Furniture & Equipment	\$18,322.52	\$24,163.32
Automation	\$90,977.23	\$109,669.25
Operating expenses	\$427,425.07	\$411,181.00
<b>Total Expenses</b>	<b>\$3,236,638.50</b>	<b>\$3,753,895.65</b>

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Mary reviewed the financial statements. She noted that we are very much on budget.

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

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

Mary reviewed bills over \$1,000.00 for the period of June 26, 2023, through September 11, 2023. These payments totaled \$444,523.72. Mary noted that the list is long, but that it covers three months.

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

**PRESIDENT'S REPORT**

Cathy Sweeney

Cathy noted that the Board Holiday Dinner is scheduled for Tuesday, December 5, 2023 at 5:30 p.m., prospectively at Maggiano's Little Italy, 160 N. Gulph Road, King of Prussia, Pennsylvania, 19406.

**EXECUTIVE DIRECTOR'S REPORT**

Karen DeAngelo

Karen presented her report.

- Republic Bank and Tompkins Financial have both offered us proposals to establish a sweep account for MC-NPL. A sweep account would allow us to reduce the number of banks at which we have deposits while maintaining FDIC deposit insurance protection. Mary Metz and Jules DeLuzio have reviewed both proposals and recommend that the board choose the Tompkins Financial proposal. Scott Stimson, Bob Massino, and Todd Ferrara of Tompkins Financial presented their proposal and responded to members' questions. Tompkins Financial will offer MC-NPL additional benefits under the proposal, including "Positive pay" fraud protection to reduce risk from counterfeit checks and fraudulent ACH transactions. The board is to take up a motion on the proposal under Old Business later in this meeting.
- The Friends will be meeting tomorrow.
- The County continues to perform its due diligence on the renovation project. We are moving forward with aggressive weeding.
- We are applying for a Waiver of Standards for State Aid. We do not have a full complement of staff FTEs based on our service area as required by the State. Karen plans for us to move toward compliance with the FTE requirement after our anticipated major renovation is complete. A board resolution regarding the Waiver is required as part of the application for State Aid and is to be taken up under New Business later in this meeting.

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- We sent out an application for the Federal Employee Retention Tax Credit (ERTC) on the very day the IRS announced a moratorium on the program. If the application were to be approved, it would be worth around \$600,000.
- At this moment, we have only four cargo vans and no BGR vehicle. In past years, we have maintained five cargo vans in our fleet to provide for a spare vehicle. Lacking a spare vehicle, we are frequently renting vans, which is very costly. The BGR program continues, but we now bring story times into childcare facilities rather than offering them on a bookmobile vehicle. Tom Fluharty presented a plan for the purchase and fit-out of “book hauler” van. The vehicle would include a lift and wheeled shelving to make it possible to bring large numbers of books into children’s classrooms. We intend to use this vehicle both for BGR and as a backup delivery vehicle. A board motion to authorize this vehicle purchase is to be taken up under New Business later in this meeting. There is a used vehicle available now.
- Karen thanked Tom for managing a very successful transition to a new phone system at the main library.
- The temporary HVAC system that the County installed does not really make a difference. County Public Property has been out in recent days cleaning coils in the chillers and adjusting ductwork in an attempt to bring cooling to areas of the building presently without it.
- We now require our branch managers to achieve provisional librarian certification (12 credits). Holly Holst and Jeanne Cove are currently pursuing provisional certification. A board motion to authorize this expense is to be taken up under New Business later in this meeting.
- One of the new additions to the State Aid Application is documentation of public library service areas. A resolution to recognize the municipalities in our service area is to be taken up under New Business later in this meeting.
- Tracey Reed will be providing a training session on Robert’s Rules of Order on Monday, November 13, 2023, 6 p.m. to 7 p.m. on Zoom. Board members are welcome to attend. This is the meeting link: <https://us02web.zoom.us/j/85420668483?from=addon>

**DISTRICT CONSULTANTS’ REPORT**

Katie Dunbar, Youth District Consultant

Katie presented her report.

- Tracey Reed is coordinating with all district libraries to provide free giveaway books for the Montgomery County Prothonotary’s office.
- Katie reported that the District had a very busy summer! The Bee Together MontCo project was very well received.
- The District is now sharing kits and other resources with Youth Services Librarians. We are using the LibCal platform by Springshare to manage reservations.

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- Performers' Showcase is returning this year. The event will be held on December 6, 2023, at the Upper Dublin Public Library.

**OLD BUSINESS**

- Theresa **moved** to authorize the establishment of a sweep account with Tompkins Financial. Jules **seconded** the motion. **The motion passed.**

**NEW BUSINESS**

- Mary **moved** to approve an expenditure of up to \$60,000.00 from the unassigned fund balance for the purchase and fit-out of a vehicle. Cynthia **seconded** the motion. **The motion passed.**
- Cynthia **moved** to approve an expenditure of \$3,780.00 to pay tuition expenses for employees Jeanne Cove and Holly Holst through the fall 2024 (six courses in total at \$630.00 per class). Theresa **seconded** the motion. **The motion passed.**
- Jules **moved** to approve the following resolution: "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." Chantelle **seconded** the motion. **The motion passed.**
- Jules **moved** to approve the following motion: "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." Cynthia **seconded** the motion. **The motion passed.**

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**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

Mary **moved** to adjourn the meeting. Cynthia **seconded** the motion. **The motion passed.** The meeting adjourned at 5:48 p.m.

Respectfully submitted,  
Cliff Hirst, Administrative Assistant

**The next Board meeting is scheduled for Monday, October 16, 2023, at 4:30 p.m. This meeting will be virtual only.**