

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

**Monday, October 23, 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	Chantelle Silverio	Brian Mays	

ABSENT

Mary Metz	Laura Smith
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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

Kevin Grant, Tompkins Wealth Advisors	Susan Zeager, Friends of the Library
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CALL TO ORDER

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

APPROVAL OF MINUTES

Theresa **moved** to approve the minutes of the September 18, 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 September 30, 2023, as reviewed at the meeting.

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$3,986,425.50	\$4,451,505.23
Endowments and Investments	\$33,217.99	\$29,624.99
Grants and Fundraising	\$59,512.52	\$116,249.98
Fines and Service Income	\$30,426.56	\$17,699.99
Total Revenues	\$4,109,582.57	\$4,615,080.19
EXPENSES		
Total Personnel costs	\$2,699,495.73	\$3,096,854.83
Library Materials	\$347,390.32	\$511,374.99
Furniture & Equipment	\$21,121.32	\$27,183.74
Automation	\$121,798.86	\$109,885.25
Operating expenses	\$498,073.62	\$455,455.73
Total Expenses	\$3,677,879.85	\$4,200,754.54

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Cliff reviewed the financial statements. Jules **moved** to file the financial statements for audit. Cindy **seconded** the motion. **The motion passed.**

APPROVAL OF BILLS OVER \$1,000

Karen reviewed the bills over \$1,000.00 for the period of September 18, 2023, through October 10, 2023. These payments totaled \$194,403.69. Jules **moved** to approve bills over \$1,000.00. Cindy **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., at Maggiano's Little Italy, 160 N. Gulph Road, King of Prussia, Pennsylvania, 19406. Board members are each asked to contribute \$45.00 toward the cost of the dinner. Please provide Cliff with your payment prior to or on the day of the event, either in cash or by check payable to MC-NPL. The event will begin with a brief business meeting at 5:30 p.m. followed by dinner.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen presented her report.

- Karen welcomed Susan Zeager, who attended this meeting as representative of the Friends of the Library. Susan reported that the Friends intend to sponsor an open house at the temporary location shortly after it opens.
- MC-NPL is beneficiary of a significant bequest made by the Estate of Bernard Lucci. The Estate Administrator wishes to make a partial, in-kind distribution to the Library consisting of securities valued at \$5,510,536.27 as of August 30, 2023. To accept these securities, the Library will need to open a brokerage account. Karen, in consultation with Jules, proposed opening a brokerage account with Tompkins Community Bank for this purpose. Kevin Grant, Senior Wealth Advisor at Tompkins, presented briefly about the proposed brokerage account. The board took action on the matter as recorded in New Business, below. Karen noted that the board would explore the ramifications of the bequest at future meetings.
- Karen proposed that the Library open a depository account with Republic Bank, which has supported MC-NPL with EITC grants and annual event support for a number of years. The board took action on the matter as recorded in New Business, below.
- Karen provided a building update. The County has discovered that they may not use capital funds to pay for operating costs, including rent, at the proposed temporary location at Logan. The County has proposed reducing the Library's square footage at Logan from 50,000 square feet to 32,000 square feet to reduce the rent. The new configuration would not accommodate all existing library functions. Karen is exploring options with the County.

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- Karen proposed a Paid Parental Leave Policy that provides for 100% pay for six weeks. Karen would like to implement this policy in January of 2023. The board will consider the policy for adoption at the November meeting.
- Karen presented a proposal to offer Flexible Savings Accounts to covered employees. These accounts would provide a tax benefit to employees using funds set aside for authorized medical expenses. Chantelle **moved** to approve the Flexible Savings Accounts as proposed. Theresa **seconded** the motion. **The motion passed.**

DISTRICT CONSULTANTS' REPORT

Tracey Reed, District Consultant

Tracey presented her report.

- Tracey reported that Katie Dunbar is organizing an Author Event scheduled for November 20, 2023, live at Belmont Hills Library and live-streamed to all District libraries. Eric Smith, author of *With Or Without You*, a book about a cheese steak food truck rivalry, will be presenting.
- Tracey is assisting with the onboarding of Shira Pilarski, the new Library Director at Lansdale Public Library. Library Director Pilarski's long-term plan is for Lansdale Public Library to qualify for state aid and eventually to join MCLINC.
- Katie and Tracey presented *20 Tech Tools to Transform* at the September Pennsylvania Library Association Conference. The presentation was very well received and Katie and Tracey have been invited to present it again another professional conference in the spring of 2024.
- 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>

NEW BUSINESS

- a) Chantelle **moved** to approve the Holiday and Board Meeting Schedule for 2024. Cindy **seconded** the motion. **The motion passed.**
- b) Cindy **moved** to approve tuition reimbursement for Conshohocken Library Assistant Kathryn Weitzman for classes toward a provisional Librarian certification, for \$1,260.00 through fall 2024 (two courses at \$630.00 each). Theresa **seconded** the motion. **The motion passed.**
- c) Jules **moved** to open a depository account with Republic Bank. Chantelle **seconded** the motion. **The motion passed.**
- d) Cindy **moved** to adopt the Resolution of Corporation for Tompkins Community Bank (checking account) as presented in Appendix A of these minutes. Jules **seconded** the motion. **The motion passed.**
- e) Jules **moved** to approve the Wealth Management Agreement with Tompkins Community Bank as presented in Appendix B of these minutes. Theresa **seconded** the motion. **The motion passed.**

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- f) Cindy **moved** to adopt the Resolution of Corporation for Tompkins Community Bank (brokerage account) as presented in Appendix C of these minutes. Chantelle **seconded** the motion. **The motion passed.**

PUBLIC COMMENTS

None.

EXECUTIVE SESSION

Theresa **moved** to adjourn the meeting and go into Executive Session to discuss a personnel matter. Chantelle **seconded** the motion. **The motion passed.** The Board went into Executive Session at 5:20 p.m.

Cindy **moved** to adjourn Executive Session to return to the regular meeting. Chantelle **seconded** the motion. **The motion passed.** The Board returned to regular session at 5:31 p.m.

ADJOURNMENT

Jules **moved** to adjourn the meeting. Cindy **seconded** the motion. **The motion passed.** The meeting adjourned at 5:32 p.m.

Respectfully submitted,
Cliff Hirst, Administrative Assistant

The next Board meeting is scheduled for Monday, November 20, 2023, at 4:30 p.m. This meeting will be virtual only.