

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

**Monday, January 22, 2024, at 4:30 p.m., by Zoom only  
Board Meeting**

**PRESENT**

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

**ABSENT**

Brian Mays

**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**

Joah Rittenhouse

**CALL TO ORDER**

President Jules DeLuzio called the meeting to order at 4:32 p.m.

**APPROVAL OF MINUTES**

Theresa **moved** to approve the minutes of the December 5, 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 December 31, 2023, as reviewed at the meeting.

	YTD Actual	YTD Budget
<b>REVENUES</b>		
State & Municipal Support	\$4,524,653.70	\$5,244,307.00
Endowments and Investments	\$54,114.01	\$39,500.00
Grants and Fundraising	\$134,393.23	\$143,500.00
Fines and Service Income	\$46,000.00	\$49,600.00
<b>Total Revenues</b>	<b>\$4,759,160.94</b>	<b>\$5,476,907.00</b>
<b>EXPENSES</b>		
Total Personnel costs	\$3,796,318.16	\$4,186,273.00
Library Materials	\$602,601.62	\$681,000.00
Furniture & Equipment	\$31,751.86	\$36,245.00
Automation	\$135,408.16	\$143,364.00
Operating expenses	\$633,091.83	\$604,130.00
<b>Total Expenses</b>	<b>\$5,199,171.63</b>	<b>\$5,651,012.00</b>

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Mary reviewed the financial statements. Income from State Aid did not come in until January 10, 2024, and is not reflected in these financial statements. Expenses are favorable to budget. Karen noted that we will be adjusting the Library Materials line because some spending was not correctly allocated to that line. Cathy **moved** to file the financial statements for audit. Angie **seconded** the motion. **The motion passed.**

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

Mary reviewed the bills over \$1,000.00 for the period of November 28, 2023, through December 31, 2023. These payments totaled \$322,120.77. Angie **moved** to approve bills over \$1,000.00. Cindy **seconded** the motion. **The motion passed.**

**PRESIDENT'S REPORT**

Jules DeLuzio

- Jules shared Cliff's report that the 2023 Annual Appeal has raised \$45,040 as of 1/17/2024; this compares to \$28,372 as of 1/17/2023.
- June Jazz will be held on Tuesday, June 4, 2024, 5:30 p.m. to 8 p.m., at von C Brewing Company, 1210 Stanbridge Street in Norristown.
- Cliff has mailed out board member Conflict of Interest forms to board members. Please complete these and return them to Cliff in the self-addressed, stamped envelope that he provided.

**EXECUTIVE DIRECTOR'S REPORT**

Karen DeAngelo

Karen presented her report.

- Karen attended the Library Learning Experience 2024 conference in Baltimore this past weekend. She came back with many ideas and contacts that may be of use in the renovation project, especially those regarding universal design and accessibility.
- Karen met with Meera Ponnappa, Jesse King, and David Hahn on January 16, 2024. They reported that they are still planning for most of the Norristown library to move to Logan Commerce Center while the building is renovated. They plan for our ILL, Bookmobile, Pony Delivery Service, and Technical Processing Departments to remain in the old building for as long as possible because they need access to a loading dock. All of those departments are in the rear of building. They are to be provided with HVAC, electrical, and a trailer with flushing toilets while construction proceeds.
- The first distribution (85%) of the Bernard Lucci Estate stock has been deposited in our Tompkins Bank brokerage account. The stocks are currently valued at about \$5.7 million. Jules will be convening a Finance Committee meeting to discuss retention vs sale of these stocks – Tompkins has 14 they recommend selling, 16 that are approved and 7 that are Highly Rated.

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- Budget – Due to staff illness, the budget is still in a draft state. I ask that the board allow us to follow the 2023 budget through February (other than staff salaries) so we can provide a final product and review it with Jules and Mary.
- Director Evaluation 3<sup>rd</sup> year March 1
- Upper Perkiomen Valley Library Branch Manager Sam Pharo announced his resignation, effective February 18, 2024. He has accepted the position of Library Director at New Hope Public Library.
- The County is planning to provide only one week’s notice for the public Community Conversations in February.
- MC-NPL is a Family Place Library, and one requirement to retain that status is that the Head of Youth Services and the Director complete training. Karen Mitchell completed her training, and I am taking it now. It’s about 16 hours of virtual instruction spread over five weeks (ten sessions).
- Karen Mitchell and I are also participating in Building Equity Based Summers, an eight-week program offered by the Office of Commonwealth Libraries.
- Laura Smith is participating in the Indian Valley Chamber of Commerce’s Leadership Development Project. For her capstone project, she would like to help the Friends with a fundraiser. Laura has met with Karen and the Friends to explore the idea. The Friends have expressed interest provided that they are the beneficiary of the event. It may involve a bingo event where participants play for prizes and bring their own food and beverages. Prizes could be designer handbags, or other items that would be of interest to both men and women.

**DISTRICT CONSULTANTS’ REPORT**

Katie Dunbar, Youth District Consultant

Katie presented her report.

- Tracey has distributed the Longwood Gardens Community Reads books to all district libraries. This year’s books are *The Last Garden in England* by Julia Kelly, and *The Secret Garden* by by Calista Brill and Adeline Lirus.
- Summer Reading planning is well underway in the District. This year’s theme is *Adventure Begins at Your Library*. The District’s Youth Librarians will have an in-person meeting at Lansdale Public Library in February to share ideas for Summer Reading.
- Katie has made escape room kits for use by District libraries. The LibCal online platform by Springshare has made it much easier for District libraries to reserve Youth District resources such as these kits, and usage has increased substantially.

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**NEW BUSINESS**

- Cathy **moved** to adopt the following resolution:
  - *Be it hereby resolved that Jules DeLuzio, President, Mary Metz, Treasurer, and Karen J. DeAngelo, Executive Director, are authorized as signatories for all MC-NPL accounts with Key Bank, Penn Community Bank, PNC Bank, and Santander Bank.*
  - Chantelle **seconded** the motion. The motion passed.
- Laura **moved** to appoint Karen J. DeAngelo as Delegate and Loretta Righter as Alternate to the MCLINC Board of Directors in 2024. 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. Mary **seconded** the motion. **The motion passed.** The Board went into Executive Session at 5:26 p.m.

Theresa **moved** to adjourn Executive Session to return to the regular meeting. Cindy **seconded** the motion. **The motion passed.** The Board returned to regular session at 5:41 p.m.

**ADJOURNMENT**

Laura **moved** to adjourn the meeting. Chantelle **seconded** the motion. **The motion passed.** The meeting adjourned at 5:42 p.m.

Respectfully submitted,

Laura C. Smith, Board Secretary  
LCS/ch

**The next Board meeting is scheduled for Monday, February 26, 2024, at 4:30 p.m. This meeting will be virtual only.**