

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

**Monday, February 26, 2024, at 4:30 p.m., by Zoom only  
Board Meeting**

**PRESENT**

Theresa Martini	Cynthia Wirth	Angie Hinton	Jules DeLuzio
Chantelle Silverio	Mary Metz	Laura Smith	Brian Mays

**ABSENT**

Cathy Sweeney

**STAFF PRESENT**

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

**OTHERS PRESENT**

None.

**CALL TO ORDER**

President Jules DeLuzio called the meeting to order at 4:30 p.m.

**APPROVAL OF MINUTES**

Theresa **moved** to approve the minutes of the January 22, 2024, 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 January 31, 2024, as reviewed at the meeting.

	<b>YTD Actual</b>	<b>YTD Budget</b>
<b>REVENUES</b>		
State & Municipal Support	\$1,289,106.09	\$1,672,839.06
Endowments and Investments	\$3,896.62	\$7,625.00
Grants and Fundraising	\$17,458.48	\$10,483.33
Fines and Service Income	\$2,700.89	\$3,970.37
<b>Total Revenues</b>	<b>\$1,313,162.08</b>	<b>\$1,694,917.76</b>
<b>EXPENSES</b>		
Total Personnel costs	\$310,690.84	\$367,507.66
Library Materials	\$19,776.42	\$61,149.00
Furniture & Equipment	\$1,109.65	\$3,936.00
Automation	\$30,740.25	\$716.00
Operating expenses	\$25,545.85	\$83,946.00
<b>Total Expenses</b>	<b>\$387,863.01</b>	<b>\$517,254.66</b>

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

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

Mary reviewed the bills over \$1,000.00 for the period of January 22, 2024, through February 23, 2024. These payments totaled \$197,876.07. Moved **moved** to approve the bills over \$1,000.00. Theresa **seconded** the motion. **The motion passed.**

**PRESIDENT'S REPORT**

Jules DeLuzio

- 2023 Annual Appeal: \$46,690 raised as of 2/17/2024; compare to \$29,532 as of 2/19/2023
- June Jazz: Tuesday, June 4, 2024, 5:30 p.m. to 8:30 p.m., at von C Brewing Company, 1210 Stanbridge Street, Norristown. Sponsorships and tickets are now on sale at <https://mc-npl.networkforgood.com/events/67811-june-jazz>. Board members may support the event in several ways: purchase tickets for themselves, sell tickets and/or sponsorships, solicit donations, and donate items to the Silent Auction. The Board has traditionally donated wine and spirits to the silent auction.

**EXECUTIVE DIRECTOR'S REPORT**

Karen DeAngelo

Karen presented her report.

- The Auditor completed the on-site portion of their work. Many thanks to Li, Cliff, and Sarah for making this happen very smoothly. Tina Etze said it was a pleasure working with all of them.
- The County Commissioners approved an RFP (Request for Proposals) for external chillers for the library. I was very disappointed because it means they anticipate the possibility that we will still be here. The chillers did not work last year because the air is not being distributed efficiently through the building and we received many complaints about the noise as they run all night.
- Dean Dortone informs me that the County is working on a draft MOU that they will share with us.
- We will need to schedule a meeting of the Finance Committee.
- We have rolled out the library's Springshare Calendar on the Library Website. At this time, this is a pilot program for the Main Library. One of the things that we are most excited about is the ability to manage and track room reservations. We plan to expand it to include the branches in the coming months. Please take a look at: <https://mnl.libcal.com/calendar?cid=19360&t=d&d=0000-00-00&cal=19360&inc=0>
- Royersford Branch Manager Addy Brady and her Board President Paul D'Arcangelo and I met virtually with Sue Hoffman from Anderson Farm Park to discuss the outreach programming. It is now on hiatus.
- 2024 Budget: this is our expectation. We will return to the board as needed.
- Upper Perkiomen Valley Branch Manager Sam Pharo's last day was February 16. Joyce Weiss is acting as Interim Branch Manager
- Laura Smith met with Friends to work on Bingo fundraising

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- Pennsylvania Citizens for Better Libraries and the Pennsylvania Library Association are hosting a virtual training day for library board members and trustees. Please consider having someone attend. Registration is \$55 for one person and \$120 for a group. The registration link and more information can be found here:  
<https://www.palibraries.org/page/2024FriendsTrusteesInst>

**DISTRICT CONSULTANTS' REPORT**

Tracey Reed, District Consultant

Tracey presented her report.

- Assisting District Directors with State Annual report for 2023.
- Presented "Tech Tools That Transform" at Frontline Online Conference with Katie Dunbar
- Worked with ILL Staff at MC-NPL, District Libraries & other Library Districts to reduce ILL shipping costs due to increase in IDS costs for 2024
- Continued work with new various District Directors and Boards
- Katie Dunbar is working on site visits to all the libraries in the district. This is an opportunity to sit down with every youth services librarian in the county to discuss needs and share resources.
- Summer programming planning has begun around the district! Youth services staff had our kickoff planning meeting on February 6 at Lansdale Public Library. Summer promotional materials have also been ordered.
- The PA One Book selection for 2024 is *Slug in Love* and has been distributed to all the libraries.
- Training from the Montgomery County Intermediate Unit about youth with disabilities is ongoing. The funding for this project is from a Child Development Foundation grant and has spurred some excellent discussions about how we serve youth with disabilities.

**NEW BUSINESS**

- Brian Mays **moved** to adopt the following Corporate Resolution:

**CORPORATE RESOLUTION**

*Resolution of the Montgomery County-Norristown Public Library, by its Board of Directors, at its regular meeting of Monday February, 26, 2024.*

*BE IT HEREBY RESOLVED by the Board of Directors of the Montgomery County-Norristown Public Library, that effective today, Monday, February 26, 2024, the following persons are authorized as signers of all MC-NPL bank accounts:*

- *Karen J. DeAngelo, Executive Director*
- *Jules K. DeLuzio, Board President*
- *Mary B. Metz, Board Treasurer*

*These bank accounts include those held at:*

- *American Heritage Credit Union*
- *Citizens Bank*
- *Key Bank*
- *Penn Community Bank*
- *Pennsylvania Local Government Investment Trust (PLGIT)*
- *Phoenixville Federal Bank & Trust*
- *PNC Bank*

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- *Republic Bank*
- *Santander Bank*
- *TD Bank*
- *Tompkins Bank*

*BE IT ALSO HEREBY RESOLVED by the Board of Directors of the Montgomery County-Norristown Public Library, that effective today, Monday, February 26, 2024, the following persons are **removed** as authorized signers of all MC-NPL bank accounts:*

- *Cathynn Sweeney, past President*
  - *Kathleen M. Arnold-Yerger, former Executive Director*
  - *Kelly Isett, past President*
  - *H. Charles Wilson III (a.k.a Harold C. Wilson III), former Treasurer*
  - *Mark D. Turetsky, Esq., past President*
  - *Steven T. Pratt, past President*
- Chantelle Silverio **seconded** the motion. **The motion passed.**
  - Chantelle Silverio **moved** to approve the 2024 Budget as presented at the meeting. Laura Smith **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. Brian **seconded** the motion. **The motion passed.** The Board went into Executive Session at 5:01 p.m.

Theresa **moved** to adjourn Executive Session to return to the regular meeting. Mary **seconded** the motion. **The motion passed.** The Board returned to regular session at 5:07 p.m.

**BUSINESS ARISING FROM EXECUTIVE SESSION**

Mary **moved** to approve an expense of up to \$50 per hour for up to 37 hours per week for up to 12 weeks to hire a temporary accountant. Laura **seconded** the motion. **The motion passed.**

**ADJOURNMENT**

Mary **moved** to adjourn the meeting. Theresa **seconded** the motion. **The motion passed.** The meeting adjourned at 5:16 p.m.

Respectfully submitted,

Laura C. Smith, Board Secretary  
LCS/ch

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**The next Board meeting is scheduled for Monday, March 18, 2024, at 4:30 p.m. This meeting will be in-person in the Board Room.**