

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

**Monday, March 18, 2024, at 4:30 p.m., in the Board Room and by Zoom  
Board Meeting**

**PRESENT**

Theresa Martini	Cynthia Wirth	Jules DeLuzio	Chantelle Silverio
Mary Metz	Laura Smith	Brian Mays	Cathy Sweeney

**ABSENT**

Angie Hinton

**STAFF PRESENT**

Karen DeAngelo, Executive Director	Cliff Hirst, Administrative Assistant
Katie Dunbar, Youth District Consultant	Naisargi Vyas, Temporary Accountant
Tom Fluharty, Director of Operations	

**OTHERS PRESENT**

Robert Gannon

**CALL TO ORDER**

President Jules DeLuzio called the meeting to order at 4:34 p.m.

**APPROVAL OF MINUTES**

Cynthia **moved** to approve the minutes of the February 26, 2024, Board meeting. Cathy **seconded** the motion. **The motion passed.**

**REVIEW OF FINANCIAL STATEMENTS**

The following is a summary of the financial statements for the month ending February 29, 2024, as reviewed at the meeting.

	<b>YTD Actual</b>	<b>YTD Budget</b>
<b>REVENUES</b>		
State & Municipal Support	\$2,707,829.38	\$1,926,954.83
Endowments and Investments	\$3,896.62	\$15,250.00
Grants and Fundraising	\$19,363.41	\$20,966.66
Fines and Service Income	\$4,883.94	\$7,940.70
<b>Total Revenues</b>	<b>\$2,735,973.35</b>	<b>\$1,971,112.19</b>
<b>EXPENSES</b>		
Total Personnel costs	\$669,860.85	\$735,014.32
Library Materials	\$50,489.33	\$122,308.00
Furniture & Equipment	\$5,749.25	\$7,897.00
Automation	\$30,935.08	\$32,657.75
Operating expenses	\$42,187.77	\$123,595.00
<b>Total Expenses</b>	<b>\$486,865.20</b>	<b>\$1,021,455.07</b>

Mary reviewed the financial statements. Karen noted that there may be adjustments to the reported amounts in some line items as we come up to speed with recording all transactions in

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the general ledger in Li Kang's absence. Theresa **moved** to file the financial statements for audit. Cynthia **seconded** the motion. **The motion passed.**

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

Mary reviewed the bills over \$1,000.00 for February 27, 2024, through March 11, 2024. Cathy **moved** to approve the bills over \$1,000.00. Brian **seconded** the motion. **The motion passed.**

**PRESIDENT'S REPORT**

Jules DeLuzio

- 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. The Gardyn Jazz Orchestra will provide live music at the event. <https://jcgardnermusic.com/gardyn-jazz-orchestra>
- The Personnel Committee completed the annual Executive Director's performance review. Jules met with Karen today to share the results. Jules thanked Karen for an awesome year.
- The Finance Committee is being formed and will be meeting soon. The Committee included Jules and Mary. Cynthia has volunteered to serve on the Committee, and Chantelle is exploring the possibility.

**EXECUTIVE DIRECTOR'S REPORT**

Karen DeAngelo

Karen presented her report.

- We received a \$6,000 donation from the Louis N. Cassett Foundation. This is a recurring donation, and we are very grateful for their ongoing support. We would like to use these funds to assist with improved seating and furnishings for a Teen Space. Karen, Tom Fluharty and Jeanne Cove met with representatives from Corbett, Inc., located here in Norristown, to discuss comfortable seating and furnishings for the Teen Space (and similar but different options for the adult reading spaces, that will be transferable to temporary quarters and back, condition permitting).
- Karen, Jules, and Mary visited a number of banks last month to close accounts and transfer the funds to our Tompkins Brank sweep account.
- Bob Gannon reported that the Friends are working with Laura Smith to set up a fundraiser for the fall, and that they are very grateful for her help.
- The County has an RFP out for chillers for the library building for summer.
- Karen and Angie, and possibly Mary and Chantelle, will be meeting with Dean Dortone, Montgomery County CFO, tomorrow to discuss Library finances and a the County's draft MOU with the Library.

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**DISTRICT CONSULTANTS' REPORT**

Katie Dunbar, Youth District Consultant

Katie presented her report.

- Tracy Reed is hosting the new Bimonthly Adult services group to replace the former MCLINC Reference Committee. This group exists to allow for greater cooperation and networking between the twenty District libraries' Adult Services staff.
- Katie reported that through the Child Development Foundation Grant we are working with the Montgomery County Intermediate Unit to provide ongoing training for all MontCo Youth Services staff on the topic of inclusion of youth with disabilities.

**NEW BUSINESS**

None.

**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

**Laura moved** to adjourn the meeting. Mary **seconded** the motion. **The motion passed.** The meeting was adjourned at 5:07 p.m.

Respectfully submitted,

Cliff Hirst, Administrative Assistant

**The next Board meeting is scheduled for Monday, April 15, 2024, at 4:30 p.m. This meeting will be fully virtual.**