

MONTGOMERY COUNTY-NORRISTOWN PUBLIC LIBRARY

BOARD OF DIRECTORS MEETING MINUTES

**Monday, April 15, 2024, at 4:30 p.m., by Zoom
Board Meeting**

PRESENT

Cynthia Wirth Jules DeLuzio Chantelle Silverio
Mary Metz Brian Mays Cathy Sweeney

ABSENT

Laura Smith Angie Hinton Theresa Martini

STAFF PRESENT

Karen DeAngelo, Executive Director Cliff Hirst, Administrative Assistant
Tracey Reed, District Consultant Naisargi Vyas, Temporary Accountant
Tom Fluharty, Director of Operations

OTHERS PRESENT

Dean Dortone Sean Lee Meera Ponnappa Bob Gannon
Tom Bonner

CALL TO ORDER

President Jules DeLuzio called the meeting to order at 4:33 p.m.

APPROVAL OF MINUTES

Mary **moved** to approve the minutes of the March 18, 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 March 31, 2024, as reviewed at the meeting.

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$2,710,329.38	\$2,181,070.60
Endowments and Investments	\$23,836.33	\$22,875.00
Grants and Fundraising	\$20,481.36	\$31,449.99
Fines and Service Income	\$6,201.84	\$12,573.53
Total Revenues	\$2,740,909.20	\$2,247,969.12
EXPENSES		
Total Personnel costs	\$579,892.56	\$1,097,570.98
Library Materials	\$80,315.92	\$183,455.00
Furniture & Equipment	\$11,580.87	\$11,816.00
Automation	\$61,675.33	\$33,373.75
Operating expenses	\$113,243.30	\$164,802.50
Total Expenses	\$671,975.94	\$1,491,018.23

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Mary reviewed the financial statements. Mary 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 the general ledger in Li Kang's absence. Jules asked that the securities at Tompkins be reported on the balance sheet next month. Brian **moved** to file the financial statements for audit. Cathy **seconded** the motion. **The motion passed.**

APPROVAL OF BILLS OVER \$1,000

Mary reviewed the bills over \$1,000.00 for March 12 through April 8, 2024. Cathy **moved** to approve the bills over \$1,000.00. Cynthia **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 Finance Committee met on April 8, 2024 and have recommended some proposals for the board to consider under New Business. Jules asked that Committee reports be added as a regular part of the board agenda going forward.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen presented her report.

- Karen announced that we have hired Eileen Hallstrom as Director of Development. Eileen will start her role at the library on June 3, 2024.
- The State Annual Report has been filed.
- Karen noted that Keith McLennan of Miller Turetsky Rule & McLennan has reviewed the lease, and that Mark Turetsky met with the Finance Committee on April 8, 2024.
- Dean Dortone, Montgomery County Chief Financial Officer, spoke to the board. He noted that the County Commissioners are fully behind the library renovation project. Sean Lee, also present at this meeting, is the library's primary point of contact regarding the lease of the space at Logan Commerce Center. The County's expectation is that the Library will fund the operating costs of the lease, and that the County will be responsible for capital spending on the project. Dean noted that once the project is back on track, the County will adjust the numbers it is allocating for the capital plan. Dean emphasized that he hoped that the Library Board would proceed quickly with the approval of the lease.

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- Karen noted that as the County is not able to use capital funds to pay for an operating lease, and that the Library has recently come into a substantial windfall from the Estate of Bernard Lucci, that the Library enter into a lease with Logan Commerce Center to allow all library operations to move to a temporary facility while renovations proceed, pending attorney pending attorney approval. Karen expects that the time to build out the temporary space will be about three months from the signing of the lease. The lease is for 3 years with 3 one year options. The rent payment will be about \$90,000 per month for the 50,000 square foot space.
- The County plans to host two public meetings regarding the library renovation project on Monday, April 29, 2024. The first meeting will be at 1 p.m., and the second will be at 6 p.m. Board members are encouraged to attend. We will share a confirmation when the County gives us one.
- The County sent us a draft Memorandum of Understanding that it more or less unchanged from a draft that we were working on with them 15 years ago. We will have our attorney, Keith B. McLennan of Miller Turetsky Rule & McLennan work with us on it.
- Karen, Tom Fluharty, and Jeanne Cove have been working on a Norristown Hive Teen and Adult Space with Corbett, Inc.

FRIENDS

Bob Gannon noted that the Friends will be meeting tomorrow. They are exploring the possibility of a September fundraiser, as well as an open house when the library moves to Logan Commerce Center. The Friends continue to look for new members.

DISTRICT CONSULTANTS' REPORT

Tracey Reed, Youth District Consultant

Tracey presented her report.

- Tracey and Karen DeAngelo attended a 3-day TFSX Futures School seminar funded by IMLS at which 32 librarians spent three days talking about envisioning the future of public libraries in the next ten to fifteen years. Karen and Tracey found it useful and inspiring.
- Tracey and Karen DeAngelo attended the County Commissioners' meeting on April 4, 2024, where the Commissioners presented a proclamation honoring the County's libraries in celebration of National Library Week, April 7-13.
- Katie is working on passport program to encourage patrons to visit multiple public libraries in the District, and she's in the thick of gearing up for summer reading.

NEW BUSINESS

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The Finance Committee **moved** to approve an expenditure of \$100,000 for Teen and Adult Spaces (new furnishings, removal of old furnishings, and carpet cleaning). Cathy **seconded** the motion. **The motion passed.**

The Finance Committee **moved** to approve a Development Budget as follows: (a) \$50,000 capital campaign feasibility study (one-time expense) and (b) \$10,000 for annual operating budget (annual CRM fee, extra three hours per week for Office Assistant, organizational memberships, meals and entertainment). Cathy **seconded** the motion. **The motion passed.**

The Finance Committee **moved** to approve Karen DeAngelo entering into an agreement with Miller Turetsky Rule & McLennan, a Professional Corporation, on retainer at 25% discount from regular fees. Mary **seconded** the motion. **The motion passed.**

The Finance Committee **moved** to authorize Karen D to enter into a lease with Norristown Center ALP pending approval by MTRM. Mary **seconded** the motion. **The motion passed.**

PUBLIC COMMENTS

None.

EXECUTIVE SESSION

Executive Session was not held as the lease discussion was held in regular session.

ADJOURNMENT

Chantelle moved to adjourn the meeting. Brian **seconded** the motion. **The motion passed.** The meeting was adjourned at 5:43 p.m.

Respectfully submitted,

Cliff Hirst, Administrative Assistant

The next Board meeting is scheduled for Monday, May 20, 2024, at 4:30 p.m. This meeting will be in-person.
