

**MONTGOMERY COUNTY-NORRISTOWN PUBLIC LIBRARY**

**BOARD OF DIRECTORS MEETING MINUTES**

**Monday, May 20, 2024, at 4:30 p.m., in-person  
Board Meeting**

**PRESENT**

Jules DeLuzio                      Theresa Martini                      Laura Smith                      Mary Metz  
Brian Mays                      Cathy Sweeney

**ABSENT**

Cynthia Wirth                      Angie Hinton                      Chantelle Silverio

**STAFF PRESENT**

Karen DeAngelo, Executive Director                      Cliff Hirst, Executive Assistant  
Tracey Reed, District Consultant                      Katie Dunbar, Youth District Consultant  
Tom Fluharty, Director of Operations                      Maxine Clarke, HR Administrator

**OTHERS PRESENT**

Ingrid Skrehart, Employer’s Council                      Bob Gannon

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Mary **moved** to approve the minutes of the April 15, 2024, Board meeting. Laura **seconded** the motion. **The motion passed.**

**REVIEW OF FINANCIAL STATEMENTS**

The following is a summary of the financial statements for the month ending April 30, 2024, as reviewed at the meeting.

	<b>YTD Actual</b>	<b>YTD Budget</b>
<b>REVENUES</b>		
State & Municipal Support	\$2,710,329.38	\$2,435,186.37
Endowments and Investments	\$734,971.24	\$30,500.00
Grants and Fundraising	\$5,870.00	\$41,933.32
Fines and Service Income	\$8,518.63	\$16,543.86
<b>Total Revenues</b>	<b>\$3,441,657.23</b>	<b>\$2,524,163.55</b>
<b>EXPENSES</b>		
Total Personnel costs	\$1,249,683.13	\$1,460,127.64
Library Materials	\$135,463.21	\$244,608.00
Furniture & Equipment	\$13,085.25	\$15,756.00
Automation	\$62,586.85	\$35,893.75
Operating expenses	\$118,517.19	\$204,947.5
<b>Total Expenses</b>	<b>\$1,579,338.63</b>	<b>\$1,961,332.89</b>

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BOARD OF DIRECTORS MEETING MINUTES**

Mary reviewed the financial statements. Cliff noted that the printed financials misstated Total Expenses: YTD Actual. The correct figure is \$1,579,338.63, as reported above. Laura **moved** to file the financial statements for audit. Theresa **seconded** the motion. **The motion passed.**

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

Mary reviewed the bills over \$1,000.00 for April 15 through May 13, 2024. These payments totaled \$132,590.07. Laura **moved** to approve the bills over \$1,000.00. Theresa **seconded** the motion. **The motion passed.**

**INGRID SKREHART**

Maxine introduced Ingrid Skrehart, Compensation Consultant with Employers Council. Maxine and Ingrid have worked together for the past several months to prepare a Compensation Analysis for MC-NPL. The Analysis has been shared with all board members in the board meeting packet. The Analysis involved a strategic review of MC-NPL's mission, values, and place in your sector and industry (non-profit institutions with budgets of 5-10 million dollars per year. The existing jobs at MC-NPL were matched with those from a market compensation survey and then validated by MC-NPL's managers.

The Analysis compares current employee pay with market rates. The pay ranges recommended in the Analysis consider both internal and external equity, and reflect MC-NPL's need to be competitive in the market, and to honor its internal values. On average, MC-NPL's employees are paid 89% of market value. Forty percent of MC-NPL employees are paid below the 25<sup>th</sup> percentile. This is quite low and makes recruitment and retention difficult. The estimated additional cost to bring employee compensation closer to market (at the 25<sup>th</sup> percentile) would be \$153,042. Ingrid encouraged the Board to consider reviewing employee compensation every two to three years and to strive to reach the 50<sup>th</sup> percentile going forward.

**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 twice last week to discuss the library's draft Investment Policy. The policy is in the board packet for this meeting.
- The Finance Committee **moved** to adopt the MC-NPL Investment Policy (2024) dated 5/20/2024. Theresa **seconded** the motion. **The motion passed.**

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BOARD OF DIRECTORS MEETING MINUTES**

**EXECUTIVE DIRECTOR'S REPORT**

Karen DeAngelo

Karen presented her report.

- County, Library, and Logan Commerce Center people met over at Logan to review the spaces and needs of the library and some changes are being made. We have therefore not yet signed the lease.
- Tracey Reed has accepted a new position as the Executive Director of the Indian Valley Public Library. Her last day with us will be May 24th. We wish Tracey the very best in her new role and are very happy that she will remain part of our District. The search for her replacement has begun!
- Sarah Hill will be leaving us in mid-June to begin her career as a School Counselor. The search for her replacement may be completed soon.
- The 2023 Annual Report to the Public is available here: <http://mnl.mclinc.org/wp-content/uploads/2024/05/Annual-Report-2023.pdf>. Many thanks to Cliff Hirst and Tom Fluharty on their work to make this happen.
- Due to scheduling conflicts, the board meeting scheduled for June 17, 2024 has been moved to Monday, June 24, 2024.

**FRIENDS**

Bob Gannon reported that the Friends are meeting tomorrow. They will be hosting a 50/50 raffle at June Jazz. The friends continue to look for new board members. The Friends' Facebook page is back up and running.

**DISTRICT CONSULTANTS' REPORT**

Tracey Reed, District Consultant, and Katie Dunbar, Youth District Consultant

- Tracey Reed announced her departure from MC-NPL to take the position of Library Director at Indian Valley Public Library.
- Tracey reported that State Annual reports are all wrapped up and that she anticipates that the District Negotiated Agreement will be completed on Wednesday of this week.
- Katie reported that author Dhonielle Clayton will be in Montgomery County on Wednesday, August 14 for the 2024 Teen Author tour. Clayton is a prolific author (and librarian!) living in New York City.
- Katie provided an informational meeting for district libraries about the Educational Improvement Tax Credit (EITC).

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BOARD OF DIRECTORS MEETING MINUTES**

**NEW BUSINESS**

None.

**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

**Cathy moved** to adjourn the meeting. Mary **seconded** the motion. **The motion passed.** The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Cliff Hirst, Executive Assistant

**The next Board meeting is scheduled for Monday, June 24, 2024, at 4:30 p.m. This meeting will be fully virtual.**