

**Montgomery County-Norristown Public Library**  
**Board of Directors Meeting Minutes**

**Monday, October 21, 2024, at 4:30 p.m., by Zoom Meeting**  
**Board Meeting**

**PRESENT**

Jules DeLuzio                  Theresa Martini                  Laura Smith                  Cathy Sweeney                  Brian Mays

**ABSENT**

Cynthia Wirth                  Angie Hinton                  Mary Metz

**STAFF PRESENT**

Karen J. DeAngelo, Executive Director	Cliff Hirst, Executive Assistant
Katie Dunbar, District Consultant	Eileen Hallstrom, Director of Development
Kimberly Illingworth, Accountant	Thomas Fluharty, Director of Operations
Kate Shaw, District Consultant	

**OTHERS PRESENT**

Elizabeth Naidoo                  Robert Gannon

**CALL TO ORDER**

President Jules DeLuzio called the meeting to order at 4:38 p.m.

**APPROVAL OF MINUTES**

Laura **moved** to approve the minutes of the September 16, 2024, Board meeting. Theresa **seconded** the motion. **The motion passed.**

**REVIEW OF FINANCIAL STATEMENTS**

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

	<b>YTD Actual</b>	<b>YTD Budget</b>
<b>REVENUES</b>		
State & Municipal Support	\$5,555,933.43	\$4,574,019.06
Endowments and Investments	\$4,345,757.98	\$68,625.00
Grants and Fundraising	\$72,049.55	\$119,949.97
Fines and Service Income	\$15,743.54	\$37,720.51
<b>Total Revenues</b>	<b>\$9,989,484.50</b>	<b>\$4,800,314.54</b>
<b>EXPENSES</b>		
Total Personnel costs	\$2,833,556.34	\$3,272,910.94
Library Materials	\$423,446.00	\$550,973.00
Furniture & Equipment	\$144,918.57	\$35,546.00
Automation	\$139,230.91	\$108,925.25
Operating expenses	\$442,125.62	\$491,160.50
<b>Total Expenses</b>	<b>\$3,983,277.44</b>	<b>\$4,459,425.69</b>

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

### APPROVAL OF CHECKS OVER \$1,000

Jules reviewed the checks over \$1,000.00 for September 16 to October 14, 2024. These payments totaled \$154,951.87. Cathy **moved** to approve bills over \$1,000.00. Theresa **seconded** the motion. **The motion passed.**

### PRESIDENT'S REPORT

Jules DeLuzio

The Board Holiday Dinner is scheduled for Tuesday, December 3, 2024. The meeting will be held at Maggiano's Little Italy King of Prussia. Administration staff, branch managers, and department heads will be invited to attend the meeting and dinner. Cliff will be sending out an email in the coming weeks regarding food preferences and restrictions. Board members are each asked to contribute \$45.00 to partially offset the cost of the dinner. Please pay with cash or check payable to "MC-NPL." You may give Cliff your payment on the day of the dinner.

Jules highlighted that America 250 is coming up on July 4, 2026. This is an event that we should keep in mind and plan for. Karen noted that Montgomery County has web page up about it: <https://www.montgomerycountypa.gov/4411/America250PA-Montgomery-County>

From that webpage: "Montgomery County is looking for our partners from municipalities, historical societies, cultural organizations, and the business community to discuss their plans for 2026 and find ways to coordinate and promote the many wonderful assets and special events across the County. By acting in concert with our local partners, the County plans to use the semi quincennial anniversary as a way to promote tourism and economic development across Montgomery County – not just in 2026, but for years to come."

Jules noted that there were no committee reports.

### EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen presented her report. Karen did not provide a written report for this meeting because she was out of office for a week dealing with a family matter.

Eight of our employees attended the Pennsylvania Library Association conference in Harrisburg this year. We are working on a plan to support staff who wish to attend the ALA conference in

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Philadelphia in June of 2025. We will send as many as we are able to for one day so that they can experience a national conference.

Karen attended the 2024 Pennsylvania Library Association conference, and she came back from the conference with useful templates. First is an Emergency Response Plan. Having an Emergency Response Plan and Committee could lead to as much as a 5% savings in hazard insurance. Second is a template for an Operations and Procedures manual that Karen and Tom would like to flesh out. Third is a Facilities Maintenance Plan. We will need to work with the County in developing the latter. Our expectation is that by having a Facilities Maintenance Plan in place with the County, we will avoid the deferred maintenance the Powell Street building was subjected to in past decades.

Maxine is finishing up the draft employee information guide, and when it is ready Karen will send it to our HR attorney for their review. We will also create a process to update this document in parts so we don't have wait to redo the whole thing every time there is a change in law, regulation, or our practices.

Tom Fluharty reported on the Books-Go-Round (BGR). The BGR now has two full time staff and the vehicle is on the road and serving classrooms. We installed shelving, carts, and a lift that allows our staff to take library materials directly into classrooms. We have yet to install a branded vinyl wrap on the vehicle. We are exploring finding a donor to cover some or all of the cost of the wrap, although that cost has already been approved by the board.

Tom Fluharty reported on the temporary space at 1700 Markley Street, owned by Newmark, also referred to as Logan Commerce Center. We recently met with the temporary space buildout stakeholders. Newmark has not yet selected a vendor for the buildout. We met with our telecom vendors to plan for the fit out of all the wiring and the new Wifi equipment that we will need. We have contracted out project management for the telecom aspects of the project (phones, internet, Wi-Fi, security cameras, etc.) with Pathcom, Inc. We met with all the movers who have responded to the County's RFP for moving services. At this point the earliest move date would be at the end of January, but February is more likely.

### **DISTRICT CONSULTANTS' REPORT**

Katie Dunbar, Youth District Consultant

Katie presented her report. Kate has been visiting District libraries and meeting with their boards. Kate and Katie have been working with Tom Fluharty, Kimberly Illingworth, and Cliff Hirst on a plan to clearly demarcate District revenues and expenditures in the MC-NPL general ledger starting in 2025. Eileen Hallstrom has been helping the District Consultants with pursuing grant opportunities. Katie noted that there were many Montgomery County Library District

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librarians at the 2024 Pennsylvania Library Association (PaLA) conference, and several gave presentations.

### DEVELOPMENT DIRECTOR'S REPORT

Eileen Hallstrom, Director of Development

Eileen presented her report.

- We have been working on building our audience and engagement on social media. Both are growing.
- We are working on the new website and are hoping that it will go live in early November. The four micro sites for branches will go live after that.
- Eileen asked that board members share headshots, a picture, or an avatar to post on the Board Page on the new website. Eileen will follow up with you.
- We continue to work on grants and outreach to funders. We are going to work closely with staff to ensure that the grants we pursue are within the organization's capacity to implement.
- We expect the annual appeal to go out on November 1<sup>st</sup>. The theme is the transformation of the library. Many thanks to Jules, Karen, and Cliff for their help with the appeal's messaging.
- Campaign Counsel will be in contact with you regarding the Capital Campaign Feasibility Study. They will be onsite December 4, 5, and 6 and will want to meet with you.
- Karen and I have been engaging with legislators.
- I will be reaching out to each board member to schedule a lunch or meeting to
- The Friends have been very busy. They are opening a pop-up book store near Circulation next week. I strongly encourage board members to join the Friends. It's \$10.00 per year. You can join the Friends by making a donation of \$10 or more at this link:  
<https://givebutter.com/friends-of-montgomery-district-library-center>

### PRESENTATION ON LEGISLATIVE OUTREACH

Laura Smith, MC-NPL Board Member and Board Secretary

Laura Smith presented on how board members can work with legislators to advocate for the Library. Laura spent almost two decades working for the State legislature. Over that time she worked with four different elected representatives, and developed relationships with both sides of the aisle. Understand that your legislators do want to hear from you. You can reach out to them on their websites or call them. There is a lot of monetary support available in the grant process and we need all of our legislators on board to advocate for us. The Library is a very neutral entity, and that makes it easier to develop the support we need from both sides to get the grant funding that we need. We will be developing talking points for you to work with. However, sending out form letters and canned emails is not effective. It is most effective to take the talking points and then put them in your own words. If there is a legislator who you know or who you want to reach out to on behalf of the Library, both Laura and Eileen would be happy to meet with them and have you join us if that's something that you are comfortable

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with. So far, Karen and Eileen have met with Amanda Cappalletti, Greg Scott, and will be meeting with Matt Bradford.

**FRIENDS**  
**Bob Gannon**

Bob Gannon reported for the Friends. The Friends are setting up a bookshop near the Circulation Desk; it should open next week. The Library donated deaccessioned books for the sale, and the Friends are working with Circulation department which will help with collection of money and storage of goods when the Friends can't staff the shop. We will be selling the books along with a limited amount of merchandise like book bags and stickers. Prices will be reasonable at \$.50 for a paperback and \$1.00 for a hardback book. We are very happy that we now able to accept credit cards for donations and purchases.

**NEW BUSINESS**

None

**PUBLIC COMMENT**

None

**ADJOURNMENT**

Laura **moved** to adjourn the meeting. Brian **seconded** the motion. **The motion passed.** The meeting adjourned at 5:20 p.m.

Respectfully submitted,  
Cliff Hirst, Executive Assistant

**The next Board meeting is scheduled for Monday, November 18, 2024, at 4:30 p.m. This meeting will be fully virtual, NOT in-person.**