

Montgomery County-Norristown Public Library

Board of Directors Meeting Minutes

**Monday, November 18, 2024, at 4:30 p.m., by Zoom Meeting
Board Meeting**

PRESENT

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

ABSENT

Cynthia Wirth Angie Hinton

STAFF PRESENT

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

OTHERS PRESENT

Elizabeth Naidoo Robert Gannon

CALL TO ORDER

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

APPROVAL OF MINUTES

Mary **moved** to approve the minutes of the October 21, 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 October 31, 2024, as reviewed at the meeting.

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$5,501,812.65	\$4,828,134.83
Endowments and Investments	\$4,362,898.98	\$76,250.00
Grants and Fundraising	\$92,941.75	\$130,433.30
Fines and Service Income	\$48,387.67	\$41,690.84
Total Revenues	\$10,006,041.05	\$5,076,508.97
EXPENSES		
Total Personnel Costs	\$3,276,467.91	\$3,635,467.60
Library Materials	\$437,253.90	\$612,126.00
Furniture & Equipment	\$146,716.55	\$39,396.00
Automation	\$139,230.91	\$109,641.25
Operating Expenses	\$511,845.11	\$531,305.50
Total Expenses	\$4,511,514.38	\$4,927,936.35

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

APPROVAL OF CHECKS OVER \$1,000

Mary reviewed the checks over \$1,000.00 for October 15 to November 14, 2024. These payments totaled \$140,070.88. Theresa **moved** to approve bills over \$1,000.00. Brian **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. 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 noted that there were no committee reports. Karen requested that there be a Finance Committee meeting before the next board meeting.

EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

Karen presented her report. Montgomery County presented their 2025 preliminary budget at the November 14 County Commissioner's Meeting. They have budgeted a 3.5% increase, which is equivalent to an additional \$106,728 for a total of \$3,156,117. We had asked for 6.5%. In the Capital Improvement Program budget 2025-2029, the library is budgeted for \$56,347,418.

When it is updated, it will appear here:

<https://www.montgomerycountypa.gov/4215/Proposed-and-Adopted-Budgets>

Karen asked that the Finance Committee (Jules, Mary, and Theresa) meet before the next board meeting to review our proposed 2025 budget in light of the County's plan. We will be asking the board to approve a personnel budget for 2025 at the December board meeting.

The Annual Appeal raised \$8,000.00 in contributions just today, including one contribution of \$6,000.00 from a regular, generous donor. The Books-Go-Round is now providing Spanish-language story times on several days and at multiple classrooms per month.

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Karen has been reviewing our progress on the 2022-2025 Strategic Plan, as we will be needing a new plan for 2026 and beyond. We have made a lot of progress toward many of the goals we set back in 2022.

Karen noted that her four-year anniversary as Executive Director will be on March 1, 2025. The board will need to perform the annual Executive Director evaluation in the first few months of 2025.

Newmark, the property owner of Logan Commerce Center at 1700 Markley Street, has selected a contractor for the build-out of the library's spaces there. We are now looking at late February or early March to move in. We will be paying approximately \$260,000.00 in build-out costs in advance to avoid finance charges. We also will be paying for a number of additional items not originally included in the build-out costs, including a lift at the receiving dock, electrical chargers for several vehicles, and automatic doors for the public entrance.

The County is in the process of changing to an online application system for board member recruitment and appointment. They are not currently accepting Library Board Applications. All five of the Commissioner Appointed board positions are up for re-appointment: three, (Cynthia Wirth, Chantelle Silverio/Elizabeth Naidoo, and Brian Mays) on December 31, 2024 and two (Cathy Sweeney and Angelique Hinton) on February 17, 2025.

Karen noted that under new business, below, she will be asking the board to approve two motions, one regarding FMLA benefits for part time employees, and the other regarding funding an MLIS Scholarship for an employee.

Karen proposed that we extend the Family Medical Leave Act (FMLA) benefits that we offer to our full-time employees, as required by law, to all employees including those working part time (fewer than 1,250 hours per year). FMLA provides for twelve weeks of leave, with a guarantee of continued employment after the leave, for the employee's serious medical illness, or that of a qualifying family member. These benefits would apply to any full- or part-time employee who has worked at one of our libraries for one year.

This protection is already planned as part of the new Employee Information Guide currently under review. Karen asked the board to specifically vote on this action now in order to provide peace of mind for employees anticipating this need in 2025.

DISTRICT CONSULTANTS' REPORT

Kate Shaw, District Consultant

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Kate presented her report. Both Kate and Katie are performing site visits at the District's libraries. Kate presented at Springfield Township Library's in-service day. Kate is attending certain member libraries' board meetings. Kate and Katie are cleaning out their offices in preparation for the forthcoming move to 1700 Markley Street. They are working together on the District's digital collection on OverDrive and encouraging more District libraries to share their collections.

DEVELOPMENT DIRECTOR'S REPORT

Eileen Hallstrom, Director of Development

Eileen presented her report. She and Karen DeAngelo met with State Representative Matt Bradford earlier today. Eileen and Karen will continue to engage with elected officials and ask board members to participate as they are able. The Friends Book Shop is now open and so far the Friends have raised \$475.00 in new memberships and sales in the past month. The new website project is 75% complete. We now expect to roll it out after Thanksgiving. There will be a board webpage on the website that will include a photo or avatar of each board member; please send Eileen a picture of yourself for the board webpage by Thanksgiving. The Annual Appeal is off to a good start having raised over \$13,000.00 in the first week. Donations to the Annual Appeal may be made online here: <https://mc-npl.networkforgood.com/projects/236717-2024-annual-appeal>

FRIENDS

Bob Gannon

Bob Gannon reported for the Friends. The Friends are now using the online giving platform Give Butter to receive membership donations and make Friends Book Store sales. The Friends are looking for a Membership Chair. They anticipate a membership campaign in April of 2025. They need volunteers to staff the Friends' Bookstore on Tuesdays and Thursdays from 4 p.m. to 6 p.m.

NEW BUSINESS

Laura **moved** to extend FMLA benefits to all qualified part-time employees effective January 1, 2025. Theresa **seconded** the motion. **The motion passed.**

Brian **moved** to approve an expenditure of \$18,576.00 over a four-year period for MLIS Scholarship Program for employee Holly Holst, beginning January 2025 and completing January 2029 (\$4,644.00 per year). Laura **seconded** the motion. **The motion passed.**

PUBLIC COMMENT

None

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ADJOURNMENT

Laura **moved** to adjourn the meeting. Theresa **seconded** the motion. **The motion passed.** The meeting adjourned at 5:15 p.m.

Respectfully submitted,
Cliff Hirst, Executive Assistant

The next Board meeting is scheduled for Tuesday, December 3, 2024, at 5:30 p.m. at Maggiano's Little Italy King of Prussia.