

Montgomery County-Norristown Public Library

Board of Directors Meeting Minutes

Monday, January 27, 2025, at 4:30 p.m., by Zoom Meeting

PRESENT

Jules DeLuzio	Theresa Martini	Cathy Sweeney	Brian Mays
Angie Hinton	Mary Metz	Elizabeth Naidoo	

ABSENT

None

STAFF PRESENT

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

OTHERS PRESENT

Robert Gannon	Mindy Lipsky	Aubrey Scheffey	Kevin Wallace
Martavia Wynn	Aileen Johnson	Stacy Casteel	

CALL TO ORDER

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

Jules noted that Laura C. Smith resigned her seat on the Board of Directors of the Montgomery County-Norristown Public Library on January 25, 2025. He then read the Board's public statement regarding Laura Smith's conduct:

"Today, January 25, 2025, the Montgomery County-Norristown Public Library Board of Trustees has accepted the resignation of board member, Laura Smith, due to conduct that does not align with the library's values. The views expressed in the TikTok video are in direct conflict with the mission and principles upheld by the Montgomery County-Norristown Public Library, its Board of Trustees, staff, and the community it serves. The library is a welcoming place of learning, dedicated to informing, educating, entertaining, and enriching the lives of all individuals. We reject hate in all its forms and remain committed to fostering an inclusive, respectful, and supporting environment for everyone."

PUBLIC COMMENT

Jules opened the floor to public comment. He noted that commenters should state their name and the municipality of their residence. Comments are limited to no more than five minutes per person, per the public comment policy.

Aubrey Sheffey of North Wales thanked the board for their quick, decisive, and transparent response to the conduct of Laura Smith.

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ELECTION OF BOARD MEMBER

Jules noted the at-large vacancy on the board created by the resignation of Laura C. Smith. Mary **moved** to elect Elizabeth Naidoo to fill Laura C. Smith's uncompleted term on the Board of Directors of the Montgomery County-Norristown Public Library effective immediately and to end on December 31, 2025. Cathy **seconded** the motion. **The motion passed.**

APPROVAL OF MINUTES

Theresa **moved** to approve the minutes of the December 3, 2024, Board meeting. Mary **seconded** the motion. **The motion passed.**

REVIEW OF FINANCIAL STATEMENTS

The following is a summary of the financial statements for the month ending December 31, 2024, as reviewed at the meeting.

	YTD Actual	YTD Budget
REVENUES		
State & Municipal Support	\$5,775,428.40	\$5,384,931.13
Endowments and Investments	\$4,336,538.99	\$91,500.00
Grants and Fundraising	\$146,028.18	\$151,400.00
Fines and Service Income	\$50,301.97	\$50,394.00
Total Revenues	\$10,308,597.54	\$5,678,225.13
EXPENSES		
Total Personnel costs	\$3,890,408.22	\$4,420,576.00
Library Materials	\$733,992.94	\$734,447.00
Furniture & Equipment	\$151,463.09	\$47,276.00
Automation	\$145,071.37	\$158,851.00
Operating expenses	\$629,350.96	\$617,364.00
Total Expenses	\$5,550,268.58	\$5,978,514.00

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

APPROVAL OF CHECKS OVER \$1,000

Mary reviewed the checks over \$1,000.00 for November 30, 2024 to January 22, 2025. These payments totaled \$379,638.92. Cathy **moved** to approve checks over \$1,000.00. Theresa **seconded** the motion. **The motion passed.**

PRESIDENT'S REPORT

Jules DeLuzio

Jules asked members to return their conflict of interest forms to Cliff if they have not done so already.

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Jules reported that he met with Karen and Eileen last week to discuss board development and to develop committees as outlined in our bylaws. Committee members don't necessarily have to be board members, but we would encourage a board member to lead the committee and then possibly invite relevant community members to become committee members. This allows the library to recruit individuals with committee specific talents and knowledge. Committee members could become future board members. They'll become more familiar with the library's policies and procedures and things like that so that when terms expire, we'll have people ready to go.

As part of our bylaws, some of the committees are policy, planning, finance, property, and government liaison. If there are any of those committees that members would be interested in leading, please let Jules know.

Jules asked Karen to introduce Mindy Lipsky, Library Director at Lansdale Public Library. Mindy presented the board resolution of the Lansdale Public Library requesting that Montgomery County-Norristown cede the service area of Lansdale Borough to the Lansdale Public Library. Karen noted that Lansdale is in the process of complying with all the requirements for State Aid, including the elimination of membership fees.

Brian **moved** to adopt the following resolution:

“BE IT RESOLVED that The Montgomery County-Norristown Public Library Board of Directors, in regular session assembled, hereby authorizes the release of Lansdale Borough from the library’s service area for the purposes of Pennsylvania State Aid, contingent upon the Lansdale Public Library being accepted into the State Aid Program by the Office of Commonwealth Libraries.”

Mary **seconded** the motion. **The motion passed.**

Mindy Lipsky thanked the MC-NPL Board and Administration for their willingness to work with Lansdale on this matter. She stated that this change will bring library access to people and that Lansdale Public Library intends to partner even more strongly with Montgomery County-Norristown Public Library.

EXECUTIVE DIRECTOR’S REPORT

Karen DeAngelo

Karen presented her report. She noted that the personnel budget for 2025 was adopted by the board at the December meeting, and that we will operate on a contingency budget, based on last year, until the board approves a full 2025 budget at the February meeting.

Newmark, the landlord at 1700 Markley, had miscalculated the expected tenant’s share of the build-out costs. The adjusted amount is \$542,032.74. Karen presented options for paying this

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charge. Mary **moved** to pay the full amount, \$542,032.74, to Newmark up front. Brian **seconded** the motion. **The motion passed.**

The County Commissioners approved Olympia Movers at the January 23rd Commissioner's meeting, so we will be moving forward with getting their advice and assistance, which I'm really looking forward to.

The Perkiomen Valley Library continues to have staff shortages. They've had two more people leave, one of whom came over to us as our teen person. Several of us are helping out at different times. Fortunately, the people at the other branches saw that I had volunteered for three and found people to fill some of them. That was very kind of them. Maxine and I will be meeting later this week or next week with their branch manager and some of their board members to talk about staff retention and attraction at their library.

Tom and Mike have been working very hard on the agreement with Pathcom. Pathcom is going to be doing all of the wiring and cabling things for the 1700 Markley building, but they are also going to be project managers for us. It's a very big project including the installation of telephones, security cameras, Wi-Fi, and internet cabling, and coordination with the landlord and MCLINC, and other vendors, so we're going to have Pathcom project manage the whole thing for us. That total is going to be \$88,995.00 to Pathcom for equipment installation and project management.

Theresa **moved** to authorize the expenditure of \$88,995.00 to Pathcom for equipment installation and project management. Elizabeth **seconded** the motion. **The motion passed.**

Karen noted that she spoke with Jamila Winder at the Norristown Area Education Foundation Blue and White Fundraiser yesterday. Jamila and Karen talked about the changes to how the County attracts board members that they appoint. The County appoints six of our nine, all six of them need to be replaced by February 17th. Jamila is now aware and is going to have someone reach out to Karen. Jamila said they're trying to streamline how they do it and make it all happen the same way. Several of our board members who are County appointed have agreed to continue, namely Angie, Jules, and Brian. Karen is to be contacted by Tom Spiesak Mosier, Senior Policy Advisor, regarding the County application process for the library board. Karen will let board members know when the process opens up.

DISTRICT CONSULTANTS' REPORT

Kate Shaw, District Consultant

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Kate presented her report. She noted that wait times on OverDrive have decreased from 77 to 49 days in the past several months. Fifteen of twenty district libraries are sharing their electronic library materials with other libraries. It's State Annual Report season. We are gearing up for the annual Longwood Community Read. Pottstown Regional Public Library is once again looking for new director; they have significant facilities and fundraising challenges. Kate noted that Katie Dunbar has been hosting webinars for District Youth Services staff, and that she is planning for Performers' Showcase in November. The Showcase will be held at Upper Dublin Public Library.

DEVELOPMENT DIRECTOR'S REPORT

Eileen Hallstrom, Director of Development

Eileen presented her report. The Annual Appeal has raised over \$38,000 so far, which is similar to last year. Eileen thanked Cliff for his help with the project. Eileen will be targeting foundations for grants for general operating funds, communications, technology, and children's services. Eileen is hopeful that our new website will be up before we move to 1700 Markley. The Friends are growing and have some really exciting plans. Please join the Friends!

PRESENTATION BY CAMPAIGN COUNSEL

Kevin Wallace and Martavia Wynn

Kevin Wallace and Martavia Wynn presented the results of their Capital Campaign Feasibility Study. They have concluded that there is a need for a capital campaign, and that the community and the library have the capacity to support one. They recommend that the library proceed with a capital campaign. The campaign will require significant investment from both the staff and the board.

FRIENDS

Bob Gannon

Bob Gannon reported for the Friends. He noted that it was now possible to use a credit card to join the Friends and to purchase book sale books and swag. The Friends are considering a membership drive in April. They are working on redesigning their remittance envelopes to include a credit card payment option.

NEW BUSINESS

Cathy **moved** to appoint Karen J. DeAngelo as Delegate and Loretta Righter as Alternate to the MCLINC Board of Directors in 2025. Theresa **seconded** the motion. **The motion passed.**

Lansdale Public Library: See motion taken in President's Report, above.

Tenant build-out charges: See motion taken in President's Report, above.

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PUBLIC COMMENT

Public comment was held at the beginning of the meeting. There were no further public comments.

EXECUTIVE SESSION

President Jules DeLuzio announced that there was no need for an Executive Session. None was held.

ADJOURNMENT

Theresa **moved** to adjourn the meeting. Brian **seconded** the motion. **The motion passed.** The meeting adjourned at 6:18 p.m.

Respectfully submitted,
Cliff Hirst, Executive Assistant

The next Board meeting is scheduled for Monday, February 24, 2025, at 4:30 p.m. This meeting will be fully virtual, NOT in-person.