

# Montgomery County-Norristown Public Library

## Board of Directors Meeting Minutes

**Tuesday, December 3, 2024, at 5:30 p.m.  
Maggiano's Little Italy, King of Prussia, PA**

### **PRESENT**

Jules DeLuzio  
Mary Metz

Theresa Martini

Laura Smith

Cathy Sweeney

Brian Mays

### **ABSENT**

Cynthia Wirth

Angie Hinton

### **STAFF PRESENT**

Karen J. DeAngelo, Executive Director  
Eileen Hallstrom, Dir. of Development  
Dominique De Saint Etienne, Office Asst.  
Holly Holst, Branch Mgr.  
Addy McGarr, Branch Mgr.  
Karen Mitchell, Head of Children's  
Margaret Walk, Head of Tech.  
Susan Horning, Head of Bookmobile

Cliff Hirst, Executive Asst.  
Maxine Clarke, HR Administrator  
Christine Bates, Branch Mgr.  
Aileen Johnson, Branch Mgr.  
Jeanne Cove, Head of Adult & Teen  
James Albrecht, Head of Circulation  
Matthew Wielgus, Head of ILL

### **OTHERS PRESENT**

Elizabeth Naidoo

### **CALL TO ORDER**

President Jules DeLuzio called the meeting to order at 5:30 p.m.

### **APPROVAL OF MINUTES**

Cathy **moved** to approve the minutes of the November 18, 2024, board meeting. Laura **seconded** the motion. **The motion passed.**

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

Mary reviewed the checks over \$1,000.00 for November 18, 2024 through November 25, 2024. These payments totaled \$127,227.13. Theresa **moved** to approve checks over \$1,000.00. Cathy **seconded** the motion. **The motion passed.**

### **PRESIDENT'S REPORT**

Jules DeLuzio

Jules noted that the Finance Committee met on November 25, 2024. The Committee recommends that the board adopt the proposed personnel budget for 2025. The matter is to be taken up under New Business, below.

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### EXECUTIVE DIRECTOR'S REPORT

Karen DeAngelo

- Karen noted that the Finance Committee has approved a proposed personnel budget to be taken up during New Business later in this meeting. We are now expecting to move to 1700 Markley in March of 2025.
- Kimmel Bogrette presented the plans and renderings for the renovation to 1001 Powell Street to me today. The County will allow us to share parts of the plan with department staff on a need-to-know basis. The Commissioners are to vote on the capital budget on December 19, 2024. If the Commissioners vote to approve, we will be able to share the plans with our staff and stakeholders.
- Karen reviewed our progress on the 2023-2025 Strategic Plan. We have accomplished a lot to date, a summary of which follows:
  - Create an Exceptional Library Experience: new website close to publication, completed major collection development and weeding projects, expanded digital services including wireless printing and the recent laptop grant, installed security cameras at Norristown and Royersford, provided active shooter and de-escalation training, provided customer service training, implemented a prominent and well-used suggestion box at Norristown, proceeding with major renovation in Norristown, and recent major grant for renovations at the Schwenksville branch.
  - Expand Public Engagement: created new Teen space in Norristown and fitted the space out with new furniture, with parental consent provided Library cards to all Norristown Area School District students, restored Books-Go-Round service and added Spanish-language story times for Head Starts in Norristown, hired a full-time person to manage adult and teen programming and outreach in Norristown
  - Achieve Organizational Excellence: Hired a full-time Director of Development, now pursuing a Capital Campaign Feasibility Study, hired a full-time Human Resources Administrator and performed a formal compensation study to guide our personnel budget and human resources strategy.
- Karen presented flowers to the following persons in recognition of their service to the Library: Aileen Johnson (15 years), Jamie Albrecht (10 years), Christine Bates (5 years), Karen Mitchell (5 years), and Cathy Sweeney (9 years on the Board of Directors).

### DEVELOPMENT DIRECTOR'S REPORT

Eileen Hallstrom, Director of Development

- The 2024 Annual Appeal has to date raised nearly \$24,000.00. Our goal for this campaign is \$50,000.00. Donations to the 2024 Annual Appeal may be made online at <https://mc-npl.networkforgood.com/projects/236717-2024-annual-appeal>.

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- The Capital Campaign Feasibility Study is ongoing. A number of board members have appointments with the consultants this week.
- The Montgomery District Library Center has been awarded 200 laptops through an ARPA Capital Project Fund Digital Connectivity Technology Program grant from the Pennsylvania Broadband Development Authority. These laptops will be distributed among our branches, the Norristown Public Library, and several District libraries.

### NEW BUSINESS

- The Finance Committee **moved** to approve the 2025 Personnel budget of \$3,684,431.98. Laura **seconded** the motion. **The motion passed.**
- Laura **moved** to authorize MC-NPL to make a 3.0% matching contribution totaling \$62,280.05 to the TIAA 403(b) plan, covering 48 participating employees. Brian **seconded** the motion. **The motion passed.**
- Brian **moved** to elect the following Board Officers for calendar year 2025:
  - President: Jules DeLuzio
  - First Vice President: Theresa Martini
  - Second Vice President/Secretary: Laura Smith
  - Treasurer: Mary MetzCathy **seconded** the motion. **The motion passed.**

### PUBLIC COMMENT

A number of library staff reported on recent developments at the branches and departments. Among them, Jamie reported that there is a new regularly-scheduled e-sports program for young adults in Norristown that has over 25 participants. Susan reported that the Bookmobile Department is now fully staffed for the first time in over two years. The Books-Go-Round is fully staffed and in service, and now offers several Spanish-language story times to multiple Norristown area Head Start classrooms each month. Karen DeAngelo congratulated Aileen on the recent nearly one million dollar grant that PVL received for building improvements. Holly reported the new furnishings for the Conshohocken Branch purchased with grant funds will be arriving soon.

### ADJOURNMENT

Brian **moved** to adjourn the meeting. Cathy **seconded** the motion. **The motion passed.** The meeting adjourned at 5:53 p.m.

Respectfully submitted,  
Cliff Hirst, Executive Assistant

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**The next Board meeting is scheduled for Monday, January 27, 2025 at 4:30 p.m.**  
**This meeting will be entirely virtual, not in person.**