

## **Board of Library Directors of Cheltenham Township**

### **October 26<sup>th</sup>, 2022 Meeting Minutes**

**Attendance:** Julie Haywood, Jesse Gallagher, Jessika McLaughlin, Daniel Schultz, Daniel Schultz, Mary Kay Moran (Executive Director), Risa Robinson (Head Librarian of the Glenside Free Library), Maddie MacKenzie (Office Assistant).

#### **Consent Agenda:**

- a. President's Report
- b. Director's Report
- c. Statistical Report
- d. Friends' Reports
- e. September Minutes
- f. Finance Reports
- g. Committee Reports

#### **Questions and Comments:**

**Motion:** Julie Haywood moved to adopt the Consent Agenda, Jessika McLaughlin seconded the motion, and the agenda was adopted.

**Public Comment:** none.

**Sunshine Announcements:** The Board will have an executive session after this meeting.

**Librarian's Report (Risa Robinson, Head Librarian of the Glenside Branch):** See attached report.

- **Questions and Comments:** Norma Rotman thanked Mary Kay Moran for including the Elkins Park Friends Book Sale in the Calendar and Newsletter.

**Commissioner's Report (Matthew Areman, Township Commissioner):** The former Township manager has resigned and an interim Township Manager has been appointed. This has delayed a number of projects, including the facilities assessment and the 2023 budget hearings. Matthew Areman told the Board that Mary Kay Moran gave an excellent and concise presentation of the Strategic Plan to the Board of Commissioners. The architects will be meeting with Mary Kay Moran and the library this Friday, October 28<sup>th</sup>. The Township expects the architects' proposal for the Township's facilities in mid-November.

Daniel Schultz thanked Mary Kay Moran and Matthew Areman for advocating that CTLS is making a reasonable ask for the budget increase.

#### **New Business:**

##### **East Cheltenham and La Mott Planning (Mary Kay Moran, Executive Director):**

Mary Kay Moran shared that this was the last week of seasonal service at the East Cheltenham and La Mott Libraries. Movers will be coming to pick up the computers from LM and EC to be stored in Glenside Hall over the winter. As of this meeting, the Township has not given CTLS a firm yes on using the East

Cheltenham and La Mott community centers in 2023. CTLS needs a Township response in order to decide whether to sign up for the E-Rates contract. The libraries book drops will remain open, and both will offer make-and-take crafts, but due to low demand will not offer curbside pickup this year. CTLS youth librarians will continue their outreach efforts through the schools this winter, including custom Teen Book Boxes delivered to Cheltenham High School. The branch's collections will not be available during the closure, as if they are available to Cheltenham residents, then will also be available to everyone in MCLINC. CTLS did move some of the branch's popular bestsellers over to Glenside and Elkins Park, and any "Automatically Yours" books East Cheltenham and La Mott receive during the closure will be available at Elkins Park and Glenside respectively.

Mary Kay Moran spoke with Senator Haywood's office about a \$50,000 grant, and was able to get the paperwork back to them after a quick turnaround. If received, CTLS is planning for a mobile technology lab for both neighborhoods, and a scanning project to digitize the local history vertical files at La Mott. Mary Kay Moran would like to rent a scanner and hire a paid intern to digitize and upload the files onto the CTLS website.

#### **Strategic Plan Update:**

The final SPLIT meeting was postponed to this coming Monday. The work teams have finished their activity plans, and the Leadership Team is working on combining activities, ensuring activities are relevant and effective, and finalizing the timeline for this year. There will be a visual timeline of all of the activity plans and goals included in the Strategic Plan posted at CTLS's upcoming Staff Development Day for staff to review.

Daniel Schultz and Jessika McLaughlin updated the Board on their progress planning for the Board-centric Strategic Plan goals. They have a meeting scheduled on Friday, and will review the activity plan document that Mary Kay Moran sent.

Nathan Schultz reminded the Board of the goal to plan an end of year Board retreat in December.

#### **Facilities Task Force Update (Daniel Schultz):**

Mary Kay Moran will be meeting with the Township architects this week, and the Township has invited the Facilities Task Force and Board members to join. The Board will work from now until the end of November to come up with a communications plan for the architects, Township and community, following the Township's timeline.

**Public Comment:** none.

#### **Next Meetings:**

- The next Governance Committee Meeting will be held on Monday, November 14<sup>th</sup> at 6:00 PM.
- The next Finance Committee Meeting will be held on Monday, November 14<sup>th</sup> at 4:00 PM.
- The next Board Meeting will be held on Wednesday, November 16<sup>th</sup> at 7:00 PM at the Elkins Park Library.

**Motion to adjourn:** Julie Haywood moved to adjourn the meeting, Jesse Gallagher seconded the motion, and the meeting was adjourned.

The Board moved to the executive session.