

Board of Library Directors of Cheltenham Township

November 30th, 2022 Meeting Minutes

Attendance: Julie Haywood, Jesse Gallagher, Jessika McLaughlin, Nathan Schultz, Daniel Schultz, Myron Goldman, Mary Kay Moran (Executive Director), Elizabeth McGoran (Head Librarian of the Elkins Park Library), Maddie MacKenzie (Office Assistant), Matthew Areman.

Consent Agenda:

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

Questions and Comments: Mary Kay Moran informed the Board that CTLS has started sending out the Annual Appeal letters, and included the announcement that CTLS will be going fine-free in January, 2023 in the written letters to the community.

Motion: Myron Goldman moved to adopt the Consent Agenda, Daniel Schultz seconded the motion, and the agenda passed.

Public Comment: none.

Sunshine Announcements: The Board held an October Executive Session after the last meeting and will have an Executive Session after this meeting.

Librarian's Report (Elizabeth McGoran, Head Librarian of the Elkins Park Branch): See attached report.

- **Questions and Comments:** Elizabeth McGoran shared that before the La Mott branch closed for the season, a young man who does not have transportation to the other branches took out 100 graphic novels for the winter.

Commissioner's Report (Matthew Areman, Township Commissioner):

- Matthew Areman provided the Board with updates on the Township Manager search, and the Board discussed how the team of Township staff members formulates priorities for a Township Manager and the Board of Commissioners makes its final decision. Due to the turnover, the architects' presentation and Needs Assessment proposal will be pushed back until February. Mathew Areman shared that as of now, the 6.5% budget increase request by CTLS is currently incorporated in the Township's proposed budget.

New Business:

Governance Committee:

- **Gift Acceptance Policy:** After sending it out to the consultant for review and additional comments, the Governance Committee presented the Gift Acceptance Policy to the Board, with the recommendation to approve.
- The Board discussed the phrasing of CTLS reserving the right to not accept a gift unless it meets the mission and vision of the Library System. Board members emphasized the importance of including a negative statement to ensure that CTLS can accept or deny gifts at its discretion.
 - **Motion:** Daniel Schultz motioned to approve the Gift Acceptance Policy, Myron Goldman seconded the motion and the Gift Acceptance Policy passed unanimously.

Board Training Calendar: Jessika McLaughlin requested that the Board members fill out the training survey, so she can solidify the Board training calendar for distribution in January.

Strategic Plan Update:

- Jessika McLaughlin and Daniel Schultz shared their work on the two Board-centric goals of the Strategic Plan: empowering board members as advocates for the library, and stabilizing and diversifying funding sources. Daniel Shultz requested Board members share feedback on the Board goals and activities within the next week.
- Members discussed the Strategic Plan timeline, including Azsa Hill's Strategic Plan visual timeline of the work teams' activities. The timeline will be used as an internal working document for reference and evaluation. The Board discussed the need to develop messaging around expectations, progress and successes to share with the community.
- Mary Kay Moran will include a specific Strategic Plan section in the Director's Report to keep Board updated with the Library's progress and activities.

Facilities Task Force Update (Nathan Schultz):

- **Public Affairs Presentation:** The Board discussed appearing before the Township's Public Affairs Committee in January to present CTLS's priorities and vision for the future as a unified library system. This presentation, done in tandem or advance of the architects' assessment report, would highlight staff's work on an action plan to achieve the Strategic Plan goals.
- **Town Hall Idea:** Board Members proposed hosting a hybrid in-person/virtual town hall at the end of January to present the Strategic Plan to the community. CTLS would share its plan and vision for a 21st Century library based on the community's needs, followed by a community conversation with the opportunity for feedback. The Board decided to move forward with these ideas.

Finance Committee (Daniel Schultz): The Finance Committee, now included in the Internal Affairs Committee, held a working session and discussion about the Library System's investment practices. Daniel Schultz drafted a committee charter, and the committee hopes to have a draft to present to the Board in January. The Committee is continuing to work on a basic investment policy, so Mary Kay Moran can move forward with the Library System's investments. No Board action was necessary at this meeting.

Board Leadership 2023

Board Committees 2023: Nathan Schultz will send out an email requesting which committees each Board member prefers to serve on next year. Julie Haywood and Jessika McLaughlin volunteered to join

Nathan Schultz on the nominating committee for Board leadership for the next fiscal year. The Board would usually have its recommendations in December, but will probably have them in January this year. The Board also briefly discussed the bylaws concerning the president's role in the nomination process.

2023 BOLDOCT Meetings: The Board Meeting schedule will be bi-monthly in 2023 to increase working time and reduce lull time between decisions at Board Meetings. The Board briefly discussed date changes and committee meeting consistency, and Nathan Schultz suggested that the Board approve the 2023 schedule.

- **Motion:** Myron Goldman motioned to approve the Board Meeting schedule, and reschedule the September 29th meeting, Jesse Gallagher seconded the motion and the motion carried.

Public Comment: none.

Next Meetings:

- The next Governance Committee Meeting will be held on Monday, December 12th at 6:00 PM.
- The next Finance Committee Meeting (Internal Affairs Working Session) will be held on Monday, December 12th at 3:30 PM.
- The next Board Meeting will be held on Wednesday, January 25th at 7:00 PM at the Elkins Park Library.

Motion to adjourn: Daniel Schultz moved to adjourn the meeting, Julie Haywood seconded the motion, and the meeting was adjourned.

The Board moved to the Executive Session.