

Board of Library Directors of Cheltenham Township
May 25th, 2022 Meeting Minutes

Attendance: Myron Goldman, Julie Haywood, Jesse Gallagher, Jessika McLaughlin, Nathan Schultz, Matthew Areman (Township Commissioner), Mary Kay Moran (Executive Director), Elizabeth McGoran (Head Librarian, Elkins Park Library), Maddie MacKenzie (Office Assistant), Amanda Standerfer (Strategic Plan Consultant) and Paul Furlong, Timothy Gormley and Kathleen Zelenka of Gormley Furlong Wealth Advisory Group.

Public Comment: none

Consent Agenda:

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

Questions: Discussion was briefly held regarding MCLINC fees, the East Cheltenham and La Mott branches, an insurance broker and township council, Medicaid sign-ups at the Elkins Park branch. Further discussions regarding these matters were held as the meeting continued.

Motion: Myron Goldman moved to adopt the consent agenda, Julie Haywood seconded the motion, and the agenda was adopted.

Sunshine Announcements: None. The board will meet in an executive session after the meeting.

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

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

Matthew Areman shared that per the ongoing facilities conversations with the Facilities Committee, community members and staff, the Township Board agreed to seek proposals and/or consultants to assess the township's space, property and development needs. The Environmental Advisory Committee is considering introducing a single use plastic bag ban, and could use the libraries for messaging and outreach

New Business:

Finance Reports: A presentation was made to the board by representatives from the Gormley Furlong Wealth Advisory Group.

- **Public Question:** Leonard Eisenman inquired about the source and number of the funds intended to be invested by CTLS. Mary Kay Moran explained that the approximately \$1.6 million investment will be made up of donations to CTLS and PPP funds that are separate from the operating budget, and could function as a money reserve in the event of budget shortfalls or for grants that require matching funds.

- Nathan Schultz clarified that this was a preliminary presentation, and there is not a motion to approve anything this meeting, nor is there a contract between the Cheltenham Township Library System and the Gormley Furlong Wealth Advisory Group.

Strategic Plan: Amanda Standerfer presented an overview of the Strategic Plan to the Board Members for feedback and questions with the intention of adopting the plan at the next Board meeting in June. Once the plan is adopted, the planning team will transition to implementing the action plan, and developing the evaluation framework and reporting. The Activity Plan will be a record of CTLS plans and action steps and the associated results and changes, building a body of data over time to inform future decision making.

Governance Committee: The Naming and Name Recognition Policy had been waiting on review from the Board and recommendations from outside counsel, but the changes made were not substantive. The Governance Committee is recommending that the board adopt the policy. See attached New Business Packet.

- **Motion:** Myron Goldman moved to adopt, Jessika McLaughlin seconded the motion, and the Naming and Name Recognition Policy was adopted.

Bylaws: Bylaw revisions were made and reviewed at the Governance Committee meeting as included in the New Business Packet. The Board discussed the changes to the meeting requirements and the pre-existing language regarding the Friends' seat on the Board. Board members requested that the language be clarified and proposed changes. Members will review and provide feedback on the bylaws in preparation for adoption at next month's meeting.

Board Retreat: The three trends from the Board Self-Assessment, advocacy, fundraising and development, and aligning training to the Strategic Planning Initiatives will be used to plan the two upcoming Board Retreats, the timeline of which is still in discussion.

Re-opening East Cheltenham and La Mott Libraries: Mary Kay Moran presented the current reopening obstacles to the East Cheltenham and La Mott Libraries. Both Libraries' staff have raised concerns over the air-quality and mold testing should be completed in the coming weeks. The libraries will be nearly fully staffed once the new hires are finished training. Due to their seasonal closure, the libraries will no longer qualify for the E-rate program that provides the discounted internet service CTLS uses through MCLINC. Outside Internet service would exclude the libraries from access to the MCLINC system onsite. Mary Kay Moran is working with MCLINC to try to find a solution to this issue, but the libraries may need to open without internet access. The MCLINC dues formula will also be changing to focus more on branches than connections, so the fees for each community center branch will rise substantially. The community is experiencing confusion over the difference between the Cheltenham Township Library System and Cheltenham Township as well as the libraries and the Township community centers. At the last Township Facilities Meeting the Township expressed the need to have better communication around these events to the public.

Next Meeting:

- The Governance Committee will be meeting on Monday, June 13th at 6:00 PM
- The Finance Committee Meeting will be Wednesday, July 13th at 4:00 PM
- The next Board Meeting will be held on Wednesday, June 22nd at 7:00 PM on Zoom.

Motion: Julie Haywood moved to adjourn the meeting, Matthew Areman seconded the motion, and the meeting adjourned.

