

Board of Library Directors of Cheltenham Township

June 22nd, 2022 Meeting Minutes

Attendance: Julie Haywood, Jesse Gallagher, Jessika McLaughlin, Daniel Schultz, Nathan Schultz, Matthew Areman (Township Commissioner), Mary Kay Moran (Executive Director), Sandra Frasier (Branch Manager of the East Cheltenham Library), Elizabeth McGoran (Head Librarian, Elkins Park Library), Maddie MacKenzie (Office Assistant).

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: The Board briefly reviewed the open Youth Services Librarian Position and welcoming new CTLS staff. The board discussed Pennsylvania's qualification guidelines for the E-rates program and possible long-term, organizational solutions to continue the coverage in future years.

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

Sunshine Announcements: The Board held an executive session after the May 25th meeting to discuss legal matters.

Facilities Report: The Township Manager, Bob Zienkowski was unable to hold the facilities discussion as previously scheduled. Attempts will be made to reschedule for a later date.

Librarian's Report (Sandra Frasier, Branch Manager of the East Cheltenham Library): See attached report.

Commissioner's Report (Matthew Areman, Township Commissioner): The Township has retained an architect to do the initial facilities needs assessment. In the next two weeks the architect will be meeting with various community members, including CTLS. It will be an intensive 2–3-month process with multiple meetings with internal and external stakeholders to ensure thorough representation of the community's priorities in order to develop proposals for new construction or renovating or reorganizing existing facilities. Initial meetings are anticipated to start in the next couple of weeks, with development options ready to review ideally in early fall.

New Business:

Strategic Plan: Mary Kay Moran brought the Strategic Plan forward to the Board for adoption.

- **Motion:** Daniel Schultz moved to adopt the Strategic Plan, Julie Haywood seconded the motion, and the Strategic Plan was adopted unanimously.
- **Public Comment:** none.
- **Next Steps:** The Strategic Plan Implementation Team has been formed with members of staff from across CTLS, and will be meeting for the first time in July. There will be additional work teams and groups formed by the goals encompassed in each strategic direction with staff from multiple branches.

Policy Updates:

- **Gift Acceptance Policy:** The Gift Acceptance Policy needs to be sent to a financial advisor to review. The Governance Committee is still looking for a financial advisor, and expects a few months' time before voting to adopt.
- **Finance Policy:** The Governance Committee will be receiving feedback on the Finance Policy until the end of the month and presenting that feedback back to the Board in September.
- **Communication Policy:** The Governance Committee is developing a Communication Policy that outlines guidelines and protocols for the Board to follow in communication with various stakeholders.

Bylaws Amendment Adoption: The Board followed up on concerns from the May Board Meeting about the clarity of existing language in Article 3, Section 7 of the Bylaws regarding the selection process of the Friends' representatives to the Board. Members agreed to conduct another round of feedback and evaluation on the timeline and guidelines of the selection process. The Governance Committee will revise the language in the Bylaws Article 3, Section 7 as discussed, send it to the library Board for review, and then look at the final language at the next meeting. The Governance Committee will also take a look at the ordinances that need to be updated with Commissioner Matthew Areman. Additionally, Nathan Schultz announced that the Bylaws call for forming a Development Committee, which he will assist and Jesse Gallagher will chair.

Board Retreat: Jessika McLaughlin announced that the Board will be moving forward with holding the board retreat on Saturday, July 23rd with a shorter session from 10:00 am to 12:30 pm, ideally fully in person. A MCLINC consultant will be attending to help with facilitation.

East Cheltenham and La Mott Update:

- **La Mott:** The INX written report noted significant mold in the basement at La Mott, and recommended covering ceiling vents to prevent exposure to the rest of the building and replacing damaged ceiling tiles. The radiator system is closed, and a HEPA unit has been purchased and is ready to be installed.
- **East Cheltenham:** Mary Kay Moran is still waiting on the written report for East Cheltenham. There are two AC units on the roof that serve only the libraries: one is not working (no Freon), and one should work. No visual mold was reported in the library, and the low levels of mold on testing do not pose a health risk. The air conditioners will need mold remediation before being restarted and the office section of East Cheltenham will need to be closed off and sealed. Staff will be using the office space in the Community Center temporarily and can use the empty classrooms for storage if necessary. The inspector recommends an HVAC engineer to determine that the repaired air conditioning unit can adequately control the moisture in the library. Mary

Kay Moran is waiting to receive a quote for cleaning the air handlers from the INX representative in order to turn on the AC. La Mott will be fully staffed, and almost all the staff besides the Youth Services Librarian have been hired at East Cheltenham.

- Overall, CTLS is looking at a Mid-July to Mid-October opening. The Board acknowledged the necessity of long-term library facilities planning and whether the buildings will be useable if not maintained by the Township.
- The Board reviewed the budget approval process, for expenses not included in the line items.

Public Comment: Norma Rotman shared that the Elkins Park Friends had their first book sale at the Elkins Park Library since the start of the pandemic and have another one scheduled for July.

Next Meetings:

- Governance Committee Meeting will be held on Monday, July 11th at 6:00 pm on Zoom.
- The next Finance Committee Meeting will be held on Wednesday, July 13th at 4:00 pm on Zoom.
- The next Board Meeting will be held on Wednesday, July 27th at 7:00 pm at the East Cheltenham Library.

Motion to adjourn: Jessika McLaughlin moved to adjourn the meeting, Jesse Gallagher seconded the motion, and the meeting adjourned.