

Board of Library Directors of Cheltenham Township

July 27nd, 2022 Meeting Minutes

Attendance: Julie Haywood, Jesse Gallagher, Jessika McLaughlin, Daniel Schultz, Nathan Schultz, Myron Goldman, Matthew Areman (Township Commissioner), Mary Kay Moran (Executive Director), Risa Robinson (Head Librarian of the Glenside Free 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. June Minutes
- f. Finance Reports
- g. Committee Reports

Questions and Comments:

The Board briefly discussed the hiring status for open CTLS positions as well as this year's finance reports, budget status and upcoming administrative meeting. The Board discussed the Finance Committee's interest in expanding a preexisting relationship with an outside consultant from Meristem Advisors to review the CTLS financial policies in development before they are brought before the Board.

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

Sunshine Announcements: The annual Board of Library Directors of Cheltenham Township Retreat, an educational retreat for the Board, was held on Saturday of this week.

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

- **Public Question:** Norma Rotman asked if the Sunday hours would be resuming at CTLS libraries. Mary Kay Moran informed the Board that Sunday hours will resume after Labor Day and CTLS is hoping to extend evening hours at the Elkins Park Free Library.

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

Matthew Areman updated the Board on the Township's facilities needs assessment process. The architecture firms will hold three community listening sessions in the coming weeks (for East Cheltenham, Glenside and La Mott) and use that feedback to inform their facilities proposal for the Township. Matthew Areman anticipates at least two additional meetings: a general community meeting and a Facilities Committee meeting, with a report to be made available to the public by the end of the year.

New Business:

Strategic Plan Update: The Strategic Plan Implementation Team has met several times and is currently in the process of creating staff work teams to focus on each individual goal. Mary Kay Moran met with all of the CTLS staff to discuss the Strategic Plan and implementation process and invited them to join one or more of the work teams. Two goals, Board advocacy and “stabilize and diversify funding sources,” will be for the Board and will not have staff work teams. A form for team sign-ups and feedback will be sent out shortly, and SPLIT will meet next week to assemble the teams. Ideally, the work teams will develop action items for their goal by Staff Development Day in November, review them in December, and be ready to implement them in January of 2023.

Policies Status Updates:

- The Finance and Gift Acceptance Policies will now be turned over to the consultants. Daniel Schultz requested that Board members send feedback on the expense approval process. If substantial changes are necessary after the consultant’s feedback, the policies will return to the Governance and Finance Committees, and if not, they will be brought before the Board for review and approval.
- The Board reviewed the Communications Protocols for approval.
 - Julie Haywood moved to approve the Communications Protocols, Myron Goldman seconded the motion, and the motion carried.

Bylaws Amendment Adoption:

The Board reviewed the final updates to the bylaws including updates to the attendance requirements, term limits, the designation of emeritus members, the selection process of a Friends Board member, title changes, and the new committee structure and meeting schedule.

- **Motion:** Myron Goldman motioned to approve the amendments to the bylaws, Daniel Schultz seconded the motion, and the amendments were approved.

East Cheltenham and La Mott Planning:

The Township’s facilities planning, the long-term condition of the buildings, and the seasonal closures will affect how CTLS plans for the future of the East Cheltenham and La Mott Libraries. The E-Rate internet service will continue at La Mott and East Cheltenham until the end of this year, but as of this meeting, ENA has not provided a definitive answer on rates of service for 2023. Without internet, the libraries could still check out books, but safe and secure public access to the computers would be difficult. Nathan Schultz requested that the Board develop a process to make year-to-year decisions about the libraries in advance, based on the Township’s timeline and the condition of the buildings. For the spring of 2023, CTLS will focus on remediating known obstacles in advance of the opening date based on the learning experience of this summer. Matthew Areman shared that the Township is anticipating clarity on the buildings by the end of this year.

Board members expressed concern with big picture and long-term decisions being made for the library system without CTLS involvement and discussed taking proactive steps to share feedback and communicate with the Township Commissioners early in the facilities needs assessment process. Members suggested developing a written wish list of wants and needs and meeting with the township architects to advocate for the Library System’s vision for its facilities. The Board agreed to hold further

internal and public meetings to continue working on a collaborative vision for ideal library service and facilities in Cheltenham.

Public Comment: none

Next Meetings:

- The next Governance Committee Meeting will be now be a working session held on August 8th at 6:00 PM on Zoom.
- The next Finance Committee Meeting scheduled for August 10th has been cancelled.
- The next Board Meeting will be held on Wednesday, September 28th at 7:00 PM.

Motion to adjourn: Myron Goldman moved to adjourn the meeting, Jessika McLaughlin seconded the motion, and the meeting was adjourned.