

Board of Library Directors of Cheltenham Township

September 28th, 2022 Meeting Minutes

Attendance: Julie Haywood, Jesse Gallagher, Jessika McLaughlin, Daniel Schultz, Myron Goldman, Mary Kay Moran (Executive Director), Carolyn Turner-Harris (Branch Manager of La Mott Library) 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. July Minutes
- f. Finance Reports
- g. Committee Reports

Questions and Comments: The Board discussed the current CTLS photography policies and Daniel Schultz recommended adding clarifying language to sections concerning event photography.

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

Public Comment: none.

Sunshine Announcements: none.

Librarian's Report (Carolyn Turner-Harris, Branch Manager of the La Mott Free Library): See attached report.

- **Questions and Comments:**
 - The Board reviewed changes to library attendance and the nature of use before and during the Covid-19 pandemic to current patron engagement. Mary Kay Moran informed the board that attendance remains lower than pre-pandemic numbers, but that patrons are beginning to spend time socializing, working and studying in the library again. Elizabeth McGoran added that patrons are now more likely to use devices to access books and materials, and due to dedicated staff's development and promotion, more likely to visit the Digital Media Lab for general use and for Zoom meetings and interviews. Patrons are returning to La Mott, but since the seasonal closure attendance has been increasing more slowly.
 - Board members discussed having every Cheltenham School District student automatically set up with a library card. As MCLINC is currently working on developing a specific student card, CTLS will defer to their subsequent policy.
 - Every Cheltenham Back-to-School Night had a CTLS Librarian or Staff member present to promote library services and programming.

- Mary Kay Moran introduced two new staff members to the Board: Laila Virgo-Carter, the Youth System Wide Librarian focusing on teens and tweens, and Allison Wysong, the new Glenside Library Youth Services Librarian.

Commissioner's Report (Matthew Areman, Township Commissioner): Matthew Areman was not able to be present at this meeting.

New Business:

East Cheltenham and La Mott Planning:

Mary Kay Moran reviewed the East Cheltenham and La Mott seasonal opening cost analysis with the Board. CTLS is anticipating an additional \$11,000 in expenses in building maintenance and seasonal reopening costs. There will be an approximately \$6000 increase for internet service, since CTLS will pay full price and no longer receive the discounted E-Rate for East Cheltenham and La Mott following the reduction in branch service hours from the winter closings. The EC Friends will probably not be able to make their full contribution next year, as they have not been able to run their book room or regular fundraisers. The increased costs in building maintenance are included in the current budget proposal under review tonight, but the East Cheltenham Friends and approximately \$6000 E-Rate shortfalls have not yet been factored in. The Library System may be looking at as much as \$16,000 in additional costs plus the loss of the EC Friends contribution.

Board members expressed the need to have guaranteed use of the space from the Township if CTLS will be opening the libraries independently of the community centers again next year. Additional barriers could arise if the Township decided not to undo their winterization process, and restart the water etc., or if the buildings' deterioration progressed to unsafe levels.

The Board supports paying the full cost of the ERATES to open the branches next year. Mary Kay Moran will inform MCLINC after CTLS receives assurances of the use of the buildings from the Township. CTLS will plan to re-open East Cheltenham and La Mott on Memorial Day weekend based on the weather last year. For this year, the Township has approved the East Cheltenham and La Mott Libraries to stay open in the community centers until the end of October, as long as the weather holds.

- **Motion:** Julie Haywood introduced a motion to move forward with reopening the East Cheltenham and La Mott Libraries next year along the Memorial Day timeline subject to costs. Mary Kay Moran will bring the decision back to the Board if costs change. Daniel Schultz seconded the motion and the motion passed.

2023 Budget Proposal:

This meeting, the Board reviewed the 2023 preliminary budget that will be presented to the Township this fall. CTLS will adjust the preliminary budget into 2023's formal budget to be passed in January or February, subject to the auditing timeline of the year-end figures.

CTLS will ask the Township for an overall allocation increase of 6%, one percent for every year the Township has not provided one, a 2% salary increase for employees to match the Township's, and additional salary increases for organizational changes.

The Board discussed additional costs and changes that will be included in the 2023 preliminary budget, including the formula change and significant increase in MCLINC dues and having to cover the cost of fuel for the libraries. Mary Kay Moran shared that Pennsylvania's state legislature voted for a 17% increase in library allocation, and she expects to budget for an approximately 15% increase in state funding. These additional funds could potentially allow for the exclusion of overdue fines from the System's revenue. These changes and additional costs due to inflation leave CTLS with a similar budget deficit as in recent years.

Mary Kay Moran will review the payroll tax figures for unemployment compensation and FICA, as well of the Township union contract salary increase percentage, and return to the Board with any changes that need to be made in these areas.

At the end of 2022, CTLS will have a salary surplus due to open positions and the delay in reopening the community center branches. Board members suggested that to fill these positions, the Library System will need to offer more competitive salaries. Julie Haywood suggested that if the Board is comfortable with the preliminary budget, Mary Kay Moran can see how the 1.5 % salary increase would affect the budget and inform the board at a later date.

The next step in the budget process will be the public committee hearing. Mary Kay Moran expects to present the preliminary budget to the Commissioners on October 28th.

Strategic Plan Update:

Following the adoption of the Strategic Plan, CTLS formed a Strategic Plan Leadership Team and subsequent work teams comprised of staff members for each of the Strategic Plan goals except the two the Board will handle.

The Board of Directors will form work teams for two goals under the Ensure Sustainability pillar: goal #1: Stabilize and diversify funding sources, and #4 Promoting Board advocacy. The teams will analyze the priorities of and brainstorm activities to help achieve both goals. Jessika McLaughlin and Daniel Schultz volunteered to join the work teams, review ideas with Mary Kay Moran, and plan to present to the Board during the November Board Meeting.

Facilities Priorities Planning:

The Board formed a small task force to evaluate CTLS's long-term facilities priorities to communicate to the Township for their facilities needs assessment. At a Special Board Meeting in August, the members presented a working document to organize talking points and serve as a vision for the System with the community and the Township.

Mary Kay Moran updated the Board on changes made to the document since the August meeting. The Board will be recommending a central library with two satellite locations in the western and eastern areas of the Township, ideally in preexisting township space to provide basic library services, hold pick-ups and returns, computer and printing access, and if possible, programming and a study space. The architects did visit the Elkins Park and Glenside Libraries this week, and the architects will have an additional meeting to talk about needs with specific stakeholders.

- **Motion:** Daniel Schultz moved to adopt this as a vision document for the library system, Julie Haywood seconded the motion and the motion passed unanimously.

Public Comment: Daniel Schultz announced that he will be stepping down from the Board as a Board Member at Large. Jessika McLaughlin, Julie Haywood and Nathan Schultz volunteered to start forming a search committee so a new member could be seated in the beginning of January.

Next Meetings:

- The next Governance Committee Meeting will be held on Monday, October 17th at 6:00 PM.
- The next Finance Committee Meeting will be held on Monday, October 17th at 4:00 PM.
- The next Board Meeting will be held on Wednesday, October 26th at 7:00 PM.

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