

Board of Library Directors of Cheltenham Township

January 25, 2023, Meeting Minutes

Attendance: Julie Haywood, Jesse Gallagher, Jessika McLaughlin, Nathan Schultz, Myron Goldman, Matthew Areman, Courtney Heinerici, Mary Kay Moran (Executive Director), Elizabeth McGoran (Head Librarian of the Elkins Park Library), Maddie MacKenzie (Administrative and Communications Associate).

Board Reorganization:

Board Leadership 2023:

- **President:** Nathan Schultz nominated Julie Haywood as the president of the Board of Library Directors of Cheltenham Township. There were no additional nominees. Myron Goldman seconded the motion, and the motion passed. Julie Haywood was elected as president of the Board.
- **Vice President:** Julie Haywood nominated Jessika McLaughlin as the vice president. There were no additional nominees. Myron Goldman seconded the nomination, and the motion passed. Jessika McLaughlin was elected as vice president of the Board.
- **Secretary/Treasurer:** Julie Haywood nominated Nathan Schultz to be the secretary/treasurer of the Board. There were no additional nominees. Myron Goldman seconded the nomination and the motion passed. Nathan Schultz was elected as the secretary/treasurer of the Board.

Board Committees 2023:

- **Internal Affairs Committee:**
 - **Motion:** Myron Goldman moved to approve the composition of the Internal Affairs Committee, Nathan Schultz seconded the motion and the motion carried.
 - **Committee Chair:** Myron Goldman, **Members:** Nathan Schultz, Tim Gaudreau (community member serving in an advisory capacity), Julie Haywood (ex officio member), Mary Kay Moran (staff liaison).
- **External Affairs Committee:**
 - **Motion:** Myron Goldman moved to approve the composition of the External Affairs Committee, Nathan Schultz seconded the motion and the motion carried.
 - **Committee Chair:** Jesse Gallagher, **Members:** Courtney Heinerici, Julie Haywood (ex officio member), Mary Kay Moran (staff liaison).
- **Governance Committee:**
 - **Motion:** Myron Goldman moved to approve the composition of the Governance Committee, Julie Haywood seconded the motion, and the motion carried.
 - **Committee Chair:** Jessika McLaughlin, **Members:** Jesse Gallagher, Julie Haywood (ex officio member), Mary Kay Moran (staff liaison).

Public Comment: Ms. Gerry Brown, a 38-year resident of La Mott, representing La Mott Citizens United asked whether the leak in the La Mott Community Center had affected the library. Mary Kay Moran explained that the leak was confined to the gym, and the library was not affected besides a power cut.

Consent Agenda:

- a. President's Report

- b. Director's Report
 - i. Conflict of Interest Form
- c. Statistical Report
- d. Friends' Reports
- e. November (Regular) and January (Special) Minutes
- f. Finance Reports
- g. Committee Reports

Motion: Myron Goldman moved to accept the consent agenda, Jessika McLaughlin seconded the motion, and the agenda was approved.

Sunshine Announcements: None.

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

Commissioner's Report (Matthew Areman): Matthew Areman thanked Mary Kay Moran and CTLS staff for making the libraries a community hub and welcomed Courtney to the Board of Library Directors. Matthew Areman informed the Board he will be serving as the vice president of the Board of Commissioners of Cheltenham Township and will stay on as the commissioner representative on the Board of Library Directors. The Township has begun the process to fill the Ward 2 Commissioner position and they are continuing the search process for a permanent township manager. Matthew Areman expects that the Board of Commissioners will receive an internal preliminary report from the architects in the next two weeks.

- **Facilities:** Ms. Gerry Brown and La Mott Citizens United sent a petition to the Township concerning the LaMott Community Center. Ms. Brown told the Board that they have a Zoom appointment with Township staff next week to ask questions and discuss using the building, finding meeting space for seniors, and expanding library service time. The meeting will be held on January 30th @ 4:30 via Zoom. Julie Haywood will send out the link to the Board.

New Business:

Reappoint David Truelove: The Board reviewed reappointing David Truelove as CTLS's solicitor and discussed his cost of operations and the increase in his hourly rate. The Board agreed to change the language in the second paragraph from paying bills upon receipt to paying undisputed bills within 30 days and update the document with Julie Haywood's name for the signature.

- **Motion:** Myron Goldman moved to reappoint David Truelove, Matthew Areman seconded the motion, and the Board reappointed David Truelove.

Governance:

- **Public Comment Policy:** The Governance Committee brought the Public Comment Policy back to the Board for review. The policy provides parameters for public communication with the Board during Board meetings. The Governance Committee recommended that the Board adopt the CTLS Public Comment Policy.
 - **Motion:** Myron Goldman moved to approve the Public Comment Policy, Julie Haywood seconded the motion and the motion passed.

- **Board Training and Board Calendar:** Jessika McLaughlin shared the next steps from the Board self-assessment, including determining a timeline to review the selected policies and determining times and dates for the recommended training topics. The Governance Committee will finalize dates for the 2023 June Board Retreat, and the short retreat in November for Strategic Plan review. Mary Kay Moran shared that the Board Google drive is in the final stages of completion.
- **Bylaw Amendments:** Julie Haywood presented sections of the bylaws that must be adjusted to accommodate the Board reorganization and new committee structure. The first proposed change would require that committees have at least two members including the president, and no more than three members. The Governance Committee has also proposed an amendment to allow a community member to serve as a standing member of a committee in an advisory capacity. The community members would not have the ability to vote but could participate in meetings. Tim Gaudreau is included on the Internal Affairs Committee in this capacity. Julie Haywood requested a motion to approve the amendments to the bylaws.
 - **Motion:** Myron Goldman moved to approve the changes to the bylaws, Jessika McLaughlin seconded the motion, and the motion passed.
- **2023 Board Goals:** Nathan Schultz shared the proposed Board goals for 2023, including Board self-evaluation and organization, advocacy training and strengthening community ties and Strategic Plan implementation. Nathan Schultz requested that the Board approve the 2023 goals
 - **Motion:** Myron Goldman moved to approve the 2023 Board Goals, Nathan Schultz seconded the motion, and the motion carried.

Internal Affairs Committee:

Budget: Myron Goldman brought the 2023 Budget to the Board for approval. The Board discussed specific changes to expenses and funding present in CTLS's 2023 budget, including increased Township funding and a state grant to use for special projects. Mary Kay Moran has not received the Friends' budgets yet, but expects the amount to be the same, besides East Cheltenham Friends'.

Board members discussed the possibility of approving a budget with a deficit. CTLS has approved budgets with projected deficits before and has never met the deficit. Matthew Areman told the Board members that while the Board does not have the obligation to have a balanced budget, Cheltenham Township residents might like to see it. Myron Goldman recommended that the Board approve the 2023 budget as presented.

Motion: Myron Goldman moved to approve the 2023 Budget as is. There was not a second to the motion.

Julie Haywood proposed a second vote to approve the budget with the caveat that funds would be moved from the operating reserve fund in the event of a deficit.

Motion: Matthew Areman moved to approve the budget with the caveat that funds would be moved in the event of a deficit. Nathan Schultz seconded the motion, Myron Goldman voted present, and the motion passed.

Strategic Plan Update (Mary Kay Moran):

Mary Kay Moran informed the Board that all of the Strategic Plan activities planned for the fourth quarter of 2022 have been completed. CTLS staff will discuss the activities planned for the first and second quarters of 2023 at tomorrow's Strategic Plan Implementation Team meeting.

Facilities: The Board discussed the timing of the public affairs presentation and town hall for facilities and the Strategic Plan. Julie Haywood expressed concern that meeting with the commissioners before having the community conversation/town hall could leave the community without enough opportunity to provide input. The town hall would be an annual meeting for CTLS to showcase the Strategic Plan and provide the community with the opportunity to give feedback. Facilities would be discussed via the sustainability pillar of the Strategic Plan, giving CTLS the opportunity to share how the library system arrived at the current facilities conclusion and the vision for the future. Board members emphasized the value in communicating the library system's needs for its vision for the future to the commissioners in advance of any critical decisions being made.

The Board decided to go forward with the public affairs meeting presentation on February 8 and hold a community conversation/town hall at the Elkins Park Library later in the month.

Approval of 2021 Audit: Board members reviewed the significant risks that the accountant noted in the 2021 audit that Maillie did for the Township. Mary Kay Moran will look further into the risks they identified and clarify with Maillie why they identified these as risks. They may have been presented as generic risks that are possible in any organization. The Board discussed the current library system internal controls and levels of verification as outlined in the procedures handbook. Mary Kay Moran and Nathan Schultz will consult with outside experts about recommendations for the check signing and verification process.

Motion: Nathan Schultz moved to approve the 2021 Audit with the caveat to clarify the identified risk details with Maillie, Julie Haywood seconded the motion, and the motion carried.

Upcoming Meetings:

- The next Governance Committee Meeting will be held on Monday, February 13 at 6:00 PM.
- The next Internal Affairs Committee Meeting will be held on Monday, February 13 at 4:00 PM.
- The next Board Meeting will be held on Wednesday, March 22 at 7:00 PM at the Glenside Library.

The meeting adjourned at 9:00 PM.

No executive session was held after this meeting.