

## Board of Library Directors of Cheltenham Township

### September 27, 2023 Meeting Minutes

**Attendance:** Julie Haywood, Jesse Gallagher, Jessika McLaughlin, Nathan Schultz, Myron Goldman, Courtney Heinerici, Mary Kay Moran (Executive Director), Nicole Lynch (Assistant Director), Elizabeth McGoran (Head Librarian, Elkins Park), Maddie MacKenzie (Administrative and Communications Associate)

**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:** Julie Haywood informed the Board that Courtney Heinerici has given the Board her notice of resignation and thanked her for her contributions to the Board and the Annual Appeal. She will continue to serve until CTLS finds a replacement. Courtney Heinerici thanked Mary Kay for her leadership and shared her appreciation for the Cheltenham Libraries and the Board of Library Directors.

**Motion:** Nathan Schultz moved to adopt the Consent Agenda, Courtney Heinerici seconded the motion, and the consent agenda was approved.

**Sunshine Announcements:** None

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

**Commissioner's Report (Matthew Areman):** Matthew Areman was not present. Julie Haywood reminded the Board that September 30 is the deadline for any feedback given to the Township about their facilities plan.

- **Comments:** The liaison from the Friends of the Elkins Park Library requested an addition to BOLDOCT's response to township regarding the facilities presentation to reflect the importance of space to continue the Friends' book sale business. An additional BOLDOCT response will be made to include feedback from all the Friends of the Library groups.

**Public comment:** none

**Strategic Plan: First Half 2023 Update (see attached document):** Mary Kay Moran provided the Board with an overview of the foundational work done and the progress made on the Strategic Plan goals this year not limited to, but including:

- forming new work teams, developing a new staff training and education system, reviewing key internal policies, exploring strategies for attracting diverse candidates to CTLS, continuing to audit library collections for the diversity representative of the Cheltenham community, increasing partnerships in the community that expand CTLS's offerings of programs and services, and moving forward with the state technology grant.

In December, the implementation team will be meeting to evaluate the work done this year and the efficacy of the action taken and the progress made. The CTLS work teams and staff were ambitious this year, potentially beyond the Library System's capacity. CTLS leadership will take that into account while planning for 2024.

#### **New Business:**

#### **Governance Committee:**

- **Bylaws Review:** The Board made major amendments to the bylaws last year, and the Governance Committee wanted to benchmark against the state standards, and consulted the PA Library Getting on Board Manual for recommendations. Julie Haywood and Jessika McLaughlin brought three of those recommendations to the Board to discuss.
  - The standards endorse using a standard agenda for Board meetings. The Board currently has a standard consent agenda, and the Governance Committee finds it sufficient.
  - The manual recommends that an emergency decision making process be included in the standard bylaws, which the Board bylaws do not have. The Board will determine an emergency decision making process to be outlined in the bylaws. The CTLS Board will also need to create a procedure for the dissolution of CTLS. Julie Haywood will consult with the Township about the process in the event of the dissolution of CTLS and look into the meaning of emergency decision making.
  - The manual also recommends instating seven-year term limits. The Board has term limits of nine years to allow members to serve three, three-year terms nonconsecutively. The Board agreed to maintain the current term limits.
- **BOLDOCT Goals Dashboard 2023:** Jessika McLaughlin explained the dashboard as a snapshot of the status of Board goals by area. The Board will evaluate the dashboard quarterly and at the winter retreat to benchmark the success of operations and the advancement of Board activities
- **Facilities One-Page Document Discussion:** Julie Haywood noted that the Board covered the document earlier in the meeting. The Board will post the document on the CTLS website and making it available in the library branches. If the Board amends or supplements the document as previously discussed, it will be adjusted in any public display.
- **Annual Executive Director Evaluation Process:** Nathan Schultz, Jessika McLaughlin and Julie Haywood will meet to determine the schedule and process of this year's annual evaluation of the Executive Director's performance
- **Community Advisory Committee:** The Board revisited inviting members of the community to serve on Board subcommittees. Tim Gaudreau currently serves on the Internal Affairs Committee. As the Board moves forward with the search for a new Board member, they will also be looking for community members who have been involved with the library system to serve on Board committees.

### Internal Affairs Committee:

- **Preliminary Draft Budget:** CTLS is requesting a 4.2% increase from the Township for the 2024 budget. Mary Kay Moran presented to the Township Manager in August, and has not heard any feedback yet. This budget increase would allow CTLS to give the staff a 3.5% salary increase next year. The Library System is not adding any new positions or additional hours for library assistants in this budget and was conservative with interest rates. Mary Kay will be presenting at the Budget Hearing at the Township's October 10 Public Affairs Meeting.
  - **Questions/Comments:** Nathan Schultz asked Mary Kay Moran about the Library System's internal negotiations. Mary Kay Moran replied that CTLS was not able to build an additional marketing/outreach position into the budget in favor of other expenses. Mary Kay Moran will look into a paid internship with a local college as an alternate to this position. Mary Kay Moran clarified the difference in fundraising vs. gifts and donations, as included in the budget. The funds the Friends groups contribute to the Library System are used towards operating expenses, a capital fund to the Township, the CTLS wish list and programming costs.
- **MOU:** Julie Haywood drafted the MOU in collaboration with Tim Gaudreau of the Internal Affairs Committee. After review by the Internal Affairs Committee and Mary Kay, the MOU was brought to the Board for approval. The MOU would put into place standards of expectations about facilities, facilities maintenance, communication, insurance responsibilities and maintaining a sustainable budget process with the Township. The MOU has gone through the review process and was recommended to the Board for approval. The Document will be subject to review. Julie Haywood will be communicating with Matthew Areman about the best time to present this to the commissioners.
- **Motion:** Myron Goldman moved to approve the MOU to the commissioners, Courtney Heinerici seconded the motion, and the MOU was approved to send to the commissioners.

### External Affairs Committee:

- **Annual Appeal**
  - Mary Kay Moran updated the Board on the progress of the Annual Appeal. Nicole Lynch (Assistant Director of CTLS) thanked Courtney Heinerici for drafting multiple versions of the appeal letter. The document has been updated with the current statistics from the ALA. This year, CTLS is expanding the scope of the Annual Appeal including social media blitz, e-blasts, bookmarks and posters in the libraries and accepting additional payment methods for donations. The Board discussed the status of the mailing campaign, procedure of entering the donations, the level of staff and Board involvement and the timeline of the Annual Appeal over the winter holiday season.

**Collection Development Policy:** Mary Kay Moran presented the CTLS Collection Development Policy to the Board. The policy had not been significantly updated since 2011, with minimal updates in 2018. A team of 4-5 CTLS staff members reviewed the policy, made significant changes and sent it to Tracey Reed, the district consultant librarian for feedback. After months of work and review, the team streamlined the policy, and updated the language to reflect an emphasis on freedom of information and inclusion. The Collection Development Policy works as a tool that CTLS uses to evaluate and prioritize

the materials added to the system's collections and special collections around diversity and inclusion, including language from the Strategic Plan. The policy will be reviewed every 3 years.

- **Motion:** Jessika McLaughlin moved to approve the Collection Development Policy, Nathan Schultz seconded the motion and the Collection Development Policy was approved.

**Communications Toolkit/Talking Points: see attached documents:** Mary Kay reviewed talking points on proposed state legislation concerning libraries and the freedom of information with the Board. Julie Haywood suggested that the Board could issue a statement in support of protecting the freedom of information and denouncing book bans.

**Public Comment:** Kathy Kanefsky, an East Cheltenham patron, asked about the status of the East Cheltenham and LaMott Libraries. Mary Kay explained that as long as the Township allows CTLS to use the building, the System will endeavor to keep the East Cheltenham Library open. The timeline for winterizing depends on the weather. When the building temperatures stay down in the low 60s, it gets too cold for the staff. The building takes a while to warm up in the Spring, so CTLS expects May through October to be the regular season. Ms. Kanefsky commented that she is a regular and has been coming for years.

**Upcoming Meetings:**

- External Affairs will be held on Zoom on Monday, October 2 at 6:00 PM.
- The next Governance Committee Meeting will be held on Monday, October 9 at 6:00 PM.
- The next Internal Affairs Committee Meeting will be held on Zoom on Monday, October 9 at 4:00 PM.
- The next Board Meeting will be held on Wednesday, October 25 at 7:00 pm at the Glenside Library.

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

No executive session was held.