

**CHELTENHAM TOWNSHIP LIBRARY SYSTEM
INTERNAL AFFAIRS AGENDA
2/13/2024 (Via Zoom)**

BOLDOCT Internal Affairs Committee
Time: February 13 2024, Eastern Time (US and Canada); 4:30 p.m.

Join Zoom Meeting
<https://us02web.zoom.us/j/81613701233?pwd=N1drd2VReXVHd0dVb1RSS1VTZFbXUT09>

Meeting ID: 816 1370 1233
Passcode: 257483

AGENDA ITEMS

- *Attendance*
- *Approval of Minutes of 1/8/24 Meeting*

OLD BUSINESS

- *MOU Updates (as needed)*
- *PLGIT CD's Update (Mary Kay)*

NEW BUSINESS:

- *2022 Audit Review (Nathan)*
- *2023 Year-End Financials/Interest Earned (Mary Kay)*
- *2024 Goals/Committee Needs Discussion (Nathan)*
 - **Responsibilities**
 - Work with the Executive Director or their designee to (A) maintain a documented budget process and (B) annually develop a fiscally responsible budget to be presented for Board approval.
 - Annually receive and review a third-party financial audit of the Cheltenham Township Library System (“the organization”).
 - Regularly review financial statements and reports prepared by the Executive Director or their designee in order to oversee the fiscal and operational health of the organization.
 - Work with the Executive Director or their designee to periodically review board policies related to finance, human resources, and facilities.
 - Regularly receive and review information related to the health, status, and plans related to the organization’s physical assets and facilities.
 - Reviewing any issues related to staff which require the attention of the board.

March Meeting Date