

Board of Library Directors of Cheltenham Township

June 14, 2023 Meeting Minutes

Attendance: Julie Haywood, Jesse Gallagher, Nathan Schultz, Myron Goldman, Courtney Heinerici, Mary Kay Moran (Executive Director), Angela Lang (Youth Services), 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. March Minutes
- f. Finance Reports
- g. Committee Reports

Questions and Comments: The Board discussed the funding source that will be used to pay for replacing the air conditioner at the Elkins Park Library and the new assistant director's salary's place in the budget. Julie Haywood inquired about a CTLS check that was washed and stolen. Somewhere between being picked up by the mail carrier and its intended destination, it was taken and washed. CTLS has been reimbursed by the bank. Mary Kay Moran explained that to prevent this type of fraud, CTLS could explore paying more bills through its procurement card instead of checks. BMO offers a "cash back" option above a certain spending threshold on the card, and with some bills paid with it, CTLS might meet the threshold.

Motion: Myron Goldman moved to adopt the Consent Agenda, Jesse Gallagher seconded the motion, and the agenda was approved.

Sunshine Announcements: None

Librarian's Report (Angela Lang, Youth Services): See attached report.

Commissioner's Report (Matthew Areman): Matthew Areman is at a Public Affairs meeting with the Township Board of Commissioners.

Public comment: none

New Business:

Investment Policy: (See attached Investment Policy) The Internal Affairs Committee has approved the Investment Policy and sent it out to the Board. After discussion, the Internal Affairs Committee decided to keep the money in the existing accounts. Earnings we receive from these investments will be used for operations. Myron Goldman requested a motion to approve the CTLS Investment Policy.

Motion: Julie Haywood moved to approve the Investment Policy, Nathan Schultz seconded the motion, and it was approved unanimously. Mary Kay Moran will post the investment Policy document with the updated adoption date of June 14 to the Board Google Workspace.

June BOLDOCT Retreat: Julie Haywood briefly reviewed the Board Retreat, and thanked Mary Kay Moran for her overview of the CTLS Collection Policy. Julie Haywood expressed that the advocacy tips presented by David Belanger at the retreat will be helpful in informing the CTLS Board's own advocacy work going forward. The Governance Committee will send out minutes from their meeting, and recommends forming small group of Board Members to develop an advocacy plan using the format that David provided. Board. Myron Goldman thanked Jesse Gallagher for sending the instructions for using the BOLDOCT Google Drive.

Seasonal Branches Update: Mary Kay Moran updated the Board on the seasonal branches. East Cheltenham has had at least 25 patrons come in each day that she was at the branch, and patrons are beginning to return to La Mott. CTLS has promoted the re-openings through the regular newsletter, an eblast, social media and will be sending out postcards to local patrons of the branches.

Mary Kay Moran presented the possibility of installing a split system in the East Cheltenham Library. Mary Kay Moran received a quote from TRIAC, exploring a SPLIT system. East Cheltenham would need several due to the size of the library. TRIAC sent a proposal to replace one of the units on the roof with a gas-fired air conditioning and heating system for \$27,000, which would require permission from the Township. This was a preliminary exploration, and CTLS has not looked at other servicers or made any decisions yet.

Mary Kay Moran has had two facilities meetings with the Township, and the Township has scheduled a meeting at the end of July to present to the proposals to the public. The Township seems to be looking to centralize Township facilities, including the library. CTLS is hoping for satellite locations on the sides of the Township. The meeting is scheduled for the same night as the July CTLS Board meeting. Julie Haywood proposed that the Board attend the township Facilities presentation on July 26, in lieu of BOARD meeting. If the Board needs to hold a meeting before September, then a meeting will be scheduled in August. In reference to the potential of a split system, Myron Goldman, questioned whether the expense of installing such a system makes sense if the Township does not intend to keep the building.

Despite the discussion around the Township seeking grants to keep the La Mott Community Center open all year, that will not be happening in the next year. The grant potential seems very promising to the Township, but it would be a major renovation. The Township has also expressed the intent to move the La Mott Museum to the La Mott Community Center. The La Mott Library will be closing in October this year as expected.

Julie Haywood thanked the Board for sending in thorough reports on time.

Communications Toolkit:

Mary Kay Moran handed out Summer Reading Calendars and presented talking points on the benefit of Summer Reading (from the Communications Tool Kit; also posted on the Shared Drive).

1. Encouraging reading as a lifelong habit: Participating in Summer Reading encourages reading to become a lifelong habit. Participants of Summer Reading tend to return to Summer Reading every year, establishing visiting the library as a summer routine and early habit. Libraries encourage the self-selection of materials, and research shows that youth who are allowed to choose their own materials and read recreationally are better readers, writers and spellers.
2. Drawing in reluctant readers: Reluctant and struggling readers can be drawn in by the other fun programs and events happening at the library as a part of Summer Reading. Summer reading reduces the negative perception about learning. Summer Reading provides a non-school, fun-based learning environment. Library programs encourage readers to use alternative formats, like magazines, graphic novels and audiobooks that might be more appealing than traditional books. Programs offer extensive enrichment experiences, all related to lifelong learning. Self-selection also encourages struggling readers, by letting them choose books and materials they're interested in.
3. Helping children maintain their skills over the summer: Reading over the summer helps children keep their skills by providing reading and educational enrichment over the summer. Summer learning loss accounts for 50-60% of the achievement gap of students living in poverty. Summer learning loss is cumulative, and students do not catch up in the fall. Their classmates keep moving ahead with their skills, and research shows that students who have lost reading skills over the summer are two years behind their peers by 6th grade. Reading just 4-5 books over the summer can have a significant impact for middle school readers, which reflects the CTLS Summer Reading challenge for this age group.

Myron Goldman asked about sharing information with the schools, and working with the school district's first and second grade teachers to recommend students who need additional reading support. Mary Kay Moran explained that CTLS typically works with school librarians and would like to continue developing CTLS' relationship and collaboration with the Cheltenham School District. Mary Kay Moran noted that sharing data on student's reading progress would involve a memorandum for data sharing due to library privacy, and schools require parental consent to share information. There are ways to make the data sharing anonymous, which other libraries have done.

Check Signing: Nathan Schultz will be out of the country, and is currently CTLS' only cosigner on checks of and over \$5,000. Checks are only required to have one signature by the bank, but the Board and CTLS internal controls require a second signature for checks over \$5,000.

Motion: Julie Haywood moved to adapt CTLS's current policy, and will review the checks over \$5000 before they are signed while Nathan Schultz is out of the country. Myron Goldman seconded the motion. None opposed.

Public Comment: none.

Upcoming Meetings:

- External Affairs will be held on Zoom on Wednesday, July 6 at 6:00 PM.
- The next Governance Committee Meeting will be held on Monday, July 10 at 6:00 PM.
- The next Internal Affairs Committee Meeting will be held on Zoom on Monday, August 14 at 4:00 PM.

- The next Board Meeting will be held on Wednesday, September 27. The Board will attend the Township Facilities Meeting in lieu of the July 26th Board meeting.

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

An executive session was held after this meeting.