

Board of Library Directors of Cheltenham Township

December 06, 2023 Meeting Minutes

Attendance: Julie Haywood, Jesse Gallagher, Jessika McLaughlin, Myron Goldman, Tim Gaudreau, Mary Kay Moran (Executive Director), 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. October Minutes
- f. Finance Reports
- g. Committee Reports

Questions and Comments:

- Myron Goldman congratulated Mary Kay Moran on her nomination to be the MCLINC Board Secretary position. Myron Goldman requested further explanation of the employee retention credit. Mary Kay Moran explained that If an organization was forced to close during the pandemic, retained its employees, even after a furlough period, and lost a particular percentage of its income during the pandemic, it may be eligible for a tax credit. Mary Kay Moran has submitted two rounds of paperwork with First Nonprofit, the organization assisting nonprofits in applying for the credit, and will learn if CTLS is eligible early next year.
- The Board discussed CTLS's English-language learner program, which is currently on hiatus. Mary Kay Moran reported that the contractor running the program is out on medical leave, and the library system has not been able to get in touch with her. CTLS will need to revamp its ELL program, and is exploring a possible lead with the Norristown Adult Literacy Center's ELL program.
- Mary Kay Moran updated the Board about the Meeting Room Policy for the public to request use of the libraries' community and meeting rooms. The District Consultant, Tracey Reed reviewed the policy, and CTLS has incorporated her suggestions.
- Julie Haywood reminded the Board to email the advocacy letter on library and education funding to State Senator Art Haywood and Representative Napoleon Nelson, and requested that Board members provide comments on the Board letter to the community explaining CTLS facilities priorities by Friday. The Library System will post the letter on the CTLS website and share it with the community.

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: Nicole Lynch, Assistant Director of CTLS, delivered by Mary Kay Moran (See attached report)

Commissioner's Report (Matthew Areman): Matthew Areman's term as Commissioner representative on the Library Board has ended. His replacement will be Jeff Chirico. Matt extended his congratulations to Tim Gaudreau and welcomed him to the Board of Library Directors.

Public comment: none

New Business:

Committee Assignments: (See attached document)

Board Leadership is asking every member to serve on at least two committees. Committee assignments start January 2024. The new committee chairs should reach out to their members to confirm if the existing meeting dates and times still work for everyone and arrange an alternative schedule if necessary.

The Board is developing a new Community Advisory Committee to oversee outreach and stakeholder initiatives. It currently includes Myron Goldman, Tim Gaudreau and Jesse Gallagher. The Board is looking to put charter together outlining the role of this committee in 2024, before it invites community members to serve on it.

Governance:

- **2024 BOLDOCT Meeting Schedule:** The Board will continue to meet every other month in 2024. There were no requests for changes.
- **By-Laws Revisions:** Julie Haywood outlined the areas of the bylaws the District Consultant identified as necessary to review, and the resulting changes the Governance Committee made, including: specifying the emergency decision making process, outlining and streamlining the procedure for the dissolution of the Library System, and the procedure for the dispersal of assets if the Library System were dissolved.
 - **Motion:** Myron Goldman moved to approve the bylaw revisions, Jessika McLaughlin seconded, and the bylaws were approved.
- **Succession Planning Update:** The Governance Committee has revised the Succession Policy for new Board Members, Board leadership vacancies and Board recruitment. The Governance Committee will include the policy in next meeting's Board packet in New Business to allow members time to review it and prepare feedback. The Board will vote to approve the Succession Policy at the next meeting.
- **January Retreat:** The Governance Committee is planning a January Retreat, and talking to 2 potential facilitators: Amanda Standerfer, our Strategic Plan Consultant and Tracey Reed, our District Consultant. Jessika McLaughlin will send out a Doodle Poll in mid to late January with potential Sunday mornings and afternoons in February.

External Affairs:

- **Annual Appeal Update:** Jesse Gallagher expected to have the real numbers in January, but Nicole Lynch sent over some preliminary numbers. CTLS met its giving Tuesday goal of buying 100 new children's nonfiction books, or approximately \$2,200. The External Affairs Committee

and CTLS leadership plan to gather data to evaluate the new methods used for the Annual Appeal, including email blasts and social media. Julie Haywood thanked Mary Kay Moran and Nicole Lynch for the innovative approach to this year's Annual Appeal and Mary Kay Moran thanked Maddie MacKenzie for her work on CTLS's social media.

Internal Affairs:

- **2024 Budget Update:** The Internal Affairs Committee is still waiting for the Commissioners to approve the budget. Mary Kay Moran explained that when the Township Commissioner President initially presented the budget, the Library System was slated for a 2.7% budget increase instead of the requested 4.2% increase. However, the Township released the budget on their website, CTLS budget increase was listed as 3.3%, which would decrease the budget shortfall to approximately \$7,500. The Board will have to wait till the Township approves the budget later this month for the final numbers. Mary Kay Moran expects the operating costs to be consistent with the estimations in her budget proposal, but is exploring better interest rate at other financial institutions. Myron Goldman reminded the Board that the Library System has not historically had a shortfall, and if necessary, can cover the shortfall with this year's surplus.
- **MOU:** The Board will revisit the MOU in February after the Commissioners' reorganization. Mary Kay Moran and Alyson Elliot (township manager) will discuss the possibility of adopting the MOU.

Public comment: none.

Upcoming Meetings:

- The next External Affairs Committee Meeting will be held on Zoom, 1/4/24 @ 6:00 PM.
- The next Governance Committee Meeting will be held on Monday, December 11 at 6:00 PM.
- The next Internal Affairs Committee Meeting will be held on Zoom on Monday, December 11 at 4:00 PM.
- The next Board Meeting will be held on Wednesday, January 24 at 7:00 pm at the Elkins Park Library.

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

An Executive Session was held after the meeting.