

## Board of Library Directors of Cheltenham Township

### July 24, 2024 Meeting Minutes

**Attendance:** Julie Haywood, Jesse Gallagher, Myron Goldman, Tim Gaudreau, Nathan Schultz, Mary Kay Moran (Executive Director), Maddie MacKenzie (Administrative and Communications Associate), Nicole Lynch (Assistant Director)

**Public Comment:** None.

**Consent Agenda:**

- a. President's Report
- b. Director's Report
- c. Statistical Report
- d. Friends Reports
- e. May Minutes
- f. Finance Reports
- g. Committee Reports

**Questions and Comments:** Mary Kay Moran clarified the structure of MCLINC dues, consisting of \$81,000 split between 4 quarters and a variety of fees for services and equipment MCLINC provides throughout the year.

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

**Sunshine Announcements:** None.

**Commissioner's Report (Jeff Chirico):** Jeff Chirico was not present to give the Commissioner's Report.

Mary Kay Moran provided updates from the facilities listening session held at the La Mott Community Center on June 25. The Township will collate feedback from the session and then will bring the results back to the community. The follow-up meeting will be held on Tuesday, August 13 from 6:00 to 7:30 PM at the La Mott Community Center.

**Public comment:** none.

**Strategic Plan:** Mary Kay Moran shared a mid-year Strategic Plan update with the Board. At the midpoint of 2024, CTLS is more than halfway through the Strategic Plan.

- The Youth Services team has been focusing on preschool outreach. CTLS now presents several story times and programs at local township preschools regularly, and is reaching out to new preschools to spread the word about what the library has to offer for that age group.
- CTLS has revised its Meeting Room Policy. This updated policy makes it easier for local township groups to use the libraries' meeting rooms and opens up new opportunities for partnerships between CTLS and other local nonprofits.
- Early this year CTLS formed a Partnership Team that is working on partnership statement, so that all of the librarians know what the system is looking for in a potential partnership. The team

is also looking for new partners from underrepresented areas in the township, particularly in the East Cheltenham Area, and working to strengthen existing partnerships.

- CTLS formed an Outreach Team, which has developed outreach event goals for staff. The team developed scripts for staff with conversation starters and things to remember to mention at outreach events. Allie Semon, one of our former library assistants, will be the new CTLS Outreach Event Coordinator, focused on preparing for outreach events and looking for new outreach opportunities.
- CTLS added new educational kits focusing on early literacy, and will have STEM kits for elementary school aged kids on the shelves later this year.
- CTLS is updating the Policy & Procedure Manual in order to ensure it reflects the current mission and vision, and provide staff with a clearer direction on how to present CTLS to the community. The team has updated 11 policies so far, and are currently working on the Programming Policy and the Circulation Policy. Later this year CTLS will revise the Behavior Policy.
- CTLS is using a software designed to audit the Library System's collections for diversity, to ensure that they are representative of the entire Cheltenham community.
- The Personnel Handbook was sent to the Governance Committee for review.
- CTLS now has a Social Media Style Guide and the Social Media Team has submitted a Social Media Management Policy that is currently under review by the library leadership.
- The new staff Google Workspace is up and running. Mary Kay Moran expects that all staff will have their log in information by the end of July. This will replace the Staff Intranet formerly used for continuing education and communication within the system.
- In the third quarter, CTLS is developing a sustainability team to focus on ways CTLS can improve environmental sustainability.
- CTLS leadership is developing a system for staff to make suggestions to improve workflows, programming and continuing education.

CTLS staff are continuing work on previous action items, and have put together a 2024 Dashboard, which is available on the Board Shared Drive in the Strategic Plan Folder.

Julie Haywood asked if CTLS has a policy governing the use of Artificial Intelligence. Mary Kay Moran responded that CTLS does not currently have one, look into forming a policy. Nicole Lynch added that experts recommend avoiding policies specific to AI since the field changes so quickly and instead encourage incorporating best practices regarding AI into other policies. Mary Kay shared that a major thread in the discussion surrounding best practices of AI use in libraries concerns emphasizing confidentiality rules and safeguarding patron information.

Julie Haywood about LED lights in the library branches. Mary Kay Moran explained that the library buildings have very few. LED lighting would be a priority if the Township builds a centralized library. If CTLS remains in the existing buildings, leadership intends to push for updating the lighting systems. CTLS was not eligible to apply for a PECO grant because the Library System does not own the buildings.

#### **New Business:**

**Governance:** Tim Gaudreau has corresponded with 4 individuals interested in the Community Advisory Committee, and is still waiting to hear back from 3. The Governance Committee plans to use this summer to get organized and get in touch with prospective members. In September, if the Community

Advisory Committee has enough participation, they will review the charter with interested members and establish the structure of the committee.

Julie Haywood reminded the Board that they will need to review the Board Goals before the next Board Meeting.

**Library Highlights:** In lieu of a Librarian's Report, Mary Kay Moran shared some highlights from the CTLS librarians. Angela Lang has issued an invitation for any Board Members interested in assisting with the Elkins Park Library's Toddler Sensory Play program on Friday, August 16 at 11:00 AM. Mary Kay Moran announced that this year's Camp William Penn and Historic La Mott day will be held on Saturday, September 21. CTLS will have an outreach table set up from 10:00 AM to 4:00 PM in 2 shifts. Julie Haywood encouraged Board members to volunteer for outreach events.

The La Mott Library held a well-attended Magic show just before the start of summer camp at the community center. This was the branch's first big program since the Covid-19 Pandemic, with 50 people in attendance! Carolyn Harris is hoping to hold another program between the end of camp and the start of the school year.

Mary Kay highlighted Laila Virgo-Carter's week-long robotics and 3D printing camp at the Elkins Park Library. The camp had full attendance, with 12 kids at each session. Participants worked together to design and code the pinball machine, and then 3D print the components. This program was held with the support of the PA Smart Grant, which donated equipment, supplies and expertise. Mary Kay Moran explained to the Board that coding and robotics are the most highly requested program topics for teens and tweens.

#### **Talking Points/Board Education: Niche Academy**

Mary Kay Moran explained that the Office of Commonwealth Libraries in Pennsylvania provides access for library staff and board members to learning opportunities and continuing education. CTLS Board Members can create free accounts for the PA Library Academy. Mary Kay Moran recommended that the Board use their @cheltenhamlibraries.org emails to register, and suggested that Board members focus on the "Board and Trustee Resources" continuing education courses for Board members.

Mary Kay Moran has added the link to the website and instructions for logging in for the first time to the Talking Points folder in the Shared Drive. Mary Kay Moran pointed out that the courses offered by PANO will not expire at the end of the summer, as the State purchases those licenses. Julie Haywood encouraged the Board to explore the classes offered on Niche Academy.

**Public comment:** none.

#### **Upcoming Meetings:**

- The next External Affairs Monday, August 5 at 6:00 PM
- The next Governance Committee Meeting will be held on Monday, August 12 at 6:00 PM.
- The next Internal Affairs Committee Meeting will be held on Tuesday, August 13 at 4:30 PM.
- The next Board Meeting will be held on Wednesday, September 25 at 7:00 PM at the La Mott Free Library.

Meeting adjourned at 7:35PM