

February 10, 2016

The Cherry Hill Public Library Board of Trustees Vice President, Mrs. Stephanie Sanderson-Braem read the following statement:

In accordance with section 5 of the Open Public Meetings Act, Chapter 231.p.l. 1975, notice of this meeting was posted on the Cherry Hill Public Library plasma screens designed for that purpose, on January 14, 2016, as well as the library web page. Notice was also sent to the Cherry Hill Township to be posted on the township bulletin board designated for that purpose on January 27, 2016. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on January 27, 2016.

Mrs. Sanderson-Braem called the meeting to order at 5:49 p.m.

The board clerk called the roll and those present were:

Present: Mrs. Stephanie Sanderson-Braem, Esq., Mrs. Mona Noyes, Ms. Katherine Wade, Esq.
Ms. Laura Merkin, Mrs. Cathy Schwartz,

Absent: Mr. Art Simons, Ms. Susan Bass Levin, Esq., Mrs. Diane Koury Alessi, Dr. Joseph Meloche

Other present were: Mrs. Laverne Mann, Library Director
Mrs. Jennie Purcell, Library Services Manager
Ms. Katie Hardesty, Director of Marketing & PR, Cherry Hill Library
Mrs. Michelle Samalonis, Cherry Hill Township Controller
Mr. Robert Wright, Esq., Cherry Hill Township Solicitor
Ms. Madeline Gavin, President, Friends of the Library

Oath of Allegiance

Oath of Allegiance was administered to Mrs. Stephanie Sanderson-Braem for the Vice President position on Cherry Hill Public Library Board of Trustees.

Minutes

Mrs. Sanderson-Braem asked for a motion to approve the minutes of January 13, 2016 board meeting as there were no questions or changes.

MOTION: Moved by Mrs. Noyes, seconded by Mrs. Schwartz

All in Favor: Mrs. Stephanie Sanderson-Braem, Yes; Mrs. Mona Noyes, Yes; Ms. Katherine Wade, Yes; Ms. Laura Merkin, Yes; Mrs. Cathy Schwartz, Yes

Motion Approved

RESOLUTION 2016-2-1 RESOLUTION AUTHORIZING PAYMENT OF BILLS

MOTION: Moved by Mrs. Noyes, seconded by Ms. Wade

All in Favor: Mrs. Stephanie Sanderson-Braem, Yes; Mrs. Mona Noyes, Yes; Ms. Katherine Wade, Yes; Ms. Laura Merkin, Yes; Mrs. Cathy Schwartz, Yes

Motion Approved

RESOLUTION 2016-2-2
RESOLUTION AUTHORIZING THE EXTENSION OF CONTRACT FOR
LAWN MAINTENANCE SERVICES FOR THE CHERRY HILL PUBLIC LIBRARY

Discussion: Perfect Touch Landscaping had lawn care contract in 2015 with option to renew in 2016 and 2017. This resolution extends their contract into 2016.

MOTION: Moved by Mrs. Schwartz, seconded by Mrs. Noyes

All in Favor: Mrs. Stephanie Sanderson-Braem, Yes; Mrs. Mona Noyes, Yes; Ms. Katherine Wade, Yes; Ms. Laura Merkin, Yes; Mrs. Cathy Schwartz, Yes

Motion Approved

Ms. Susan Bass Levin arrived at 5:55 p.m.

Administrators' Report

A. Director's Report – Ms. Laverne Mann

1. New Jersey State Library – Talking Book and Braille Center, Ewing NJ
 - a. NJ residents of any age are eligible if they cannot read standard print, hold a book or turn a page; currently there are 109 Cherry Hill resident users.
 - b. Four digital talking book machines will be available at CHPL, encrypted with books and a lightweight headphone for each.
 - 1) Digital audio book cartridges and digital audio book players
 - 2) Also available on tablets as an app
 - c. CHPL will be pilot site for BARD (Braille and Audio Reading Download) assist residents on downloading books onto flash drives to be used with devices (encrypted)
2. Annual Report 2015
 - a. Few comparable municipal libraries in relation to CHPL's facility, staff and budget.
 - b. Out of 297 libraries reporting to NJ State Library, only nine municipal libraries are larger than CHPL by population (including Old Bridge, Middletown, Clifton, Hamilton Township)
 - c. Infographic Highlights 2015
 - 1) Material circulation is up 16.8% from 2014
 - 2) Reference questions answered, Wi-Fi usage, adult volunteers, social media fans and adult programs are all up from 2014.
 - 3) Adult Summer Reading participation is up 52% from 2014.
 - d. Presentation on 2015 Circulation by staff members Jaclyn Harmon, Head of Circulation
 - e. Presentation on 2015 IT use by staff member Melissa Brisbin, Emerging Technologies Librarian & Systems Administrator:
3. Meetings and events attended:
 - a. Staff meeting – Jan. 14

- b. Friends of the Library Meeting – Jan. 20
- c. Supervisors’ Meeting – Jan. 21
- d. Staff Development Day – Jan. 22
- e. Barclay 200 proclamation, Council Meeting – Jan. 25
- f. CHAACA judging Black History contest – Jan. 28
- g. One-on-one Supervisor meetings on 2016 department goals.

B. Finance Report –Mrs. Michelle Samalonis

- 1. Audit was finished there was no findings.

C. Library Services Manager – Mrs. Jennie Purcell

- 1. Received three quotes to upgrade Library security cameras and DVR system for better clarity and to allow reviewing recordings indefinitely. Current cameras are old as building. A partial funding request was submitted to the Friends and the remainder will come from our Capital Budget.
- 2. New fire alarm system is to be installed in February. Met with Gary and George (CHT), Fortress Protection and CH Fire Marshall to discuss the project. Plan to stay open during upgrade. Gary & George will change all sprinklers, create spreadsheets to organize and keep track of system.
- 3. Working on replacing one sewer pump now, part of Capital Budget.
- 4. Staff received W-2s mid-January.
- 5. In February, scheduled to attend two webinars on Pension Processing for Local Government Employees.
- 6. Received two quotes on replacing worn out chairs in Reference area. Waiting for third quote from another vendor.

D. Director of PR & Special Events – Ms. Katie Hardesty

- 1. Have been promoting Black History programs this month,
 - a. Program tonight on Negro League Baseball
 - b. Hip Hop History program on February 22
 - c. Working with CHAACA poster contest, over 100 entries, being judged now. Reception planned at CHPL February 29.
 - d. Will partner with CHAACA on more programs in the future.
- 2. Remarkable Women of the Jersey Shore program coming up March 9.

E. Friends of the Library – Ms. Maddie Gavin

- 1. Received request totaling \$1,594, approved for the following: purchase of ‘Volgistic,’ volunteer management software for 1 year, two program speakers’ honorariums: Collins Leysath and Charles Brown; Emerging technology department supply gift card; hotel accommodations for Public Library Association Conference.
- 2. Membership is 584.
- 3. Gift Shop – new springtime stock arrived.
- 4. Junior Friends made \$110 on Sweet Treats Sale and made \$480 on Gently Used Accessory Sale.
- 5. Friends Flea Market is scheduled for Saturday, May 21.
- 6. Trying to plan a concert, reaching out to different performers.
- 7. Author’s luncheon April 6 at Pennsauken Country Club, featuring Lev Golinkin and his book “A Back Pack, A Bear and 8 Crates of Vodka.” Friends ordered books signed by Lev for guests at the luncheon.
- 8. Graphic Novels and Comic Books donated for sale – no date yet. Will need more tables for April Book Sale, CHPL can borrow more from Township.

9. Treasurer's Report – presented by President Mrs. Maddie Gavin.

Unfinished Business

A. None

New Business

A. None

Public Discussion

A. None

Next regular meeting date: **Wednesday, March 9, 2016 at 5:45 p.m.**

Adjournment

MOTION: Moved by Mrs. Noyes, seconded by Ms. Bass Levin to adjourn meeting.

Unanimously approved

Meeting adjourned at 6:35 p.m.

Jennie Purcell
Board Clerk