

April 11, 2018

The Cherry Hill Public Library Board of Trustees President, Mr. Art Simons 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 March 15, 2018, 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 March 28, 2018. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on March 28, 2018.

Mr. Simons called the meeting to order at 5:46 p.m.

The board secretary called the roll and those present were:

Present: Mr. Art Simons, Mrs. Mona Noyes, Mrs. Cathy Schwartz, Ms. Laura Merkin,
Ms. Carole Roskoph, Dr. Kavita Gupta

Absent: Mrs. Stephanie Sanderson-Braem, Esq., Ms. Susan Bass Levin, Esq.,
Ms. Katherine Wade, Esq., 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

Minutes

Mr. Simons asked for a motion to approve the minutes of March 14, 2018 board meeting as there were no questions or changes.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Laura Merkin, Yes;

Abstention: Mrs. Cathy Schwartz, Ms. Carole Roskoph

Motion Approved

RESOLUTION 2018-4-1 RESOLUTION AUTHORIZING PAYMENT OF BILLS

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Laura Merkin, Yes;
Mrs. Cathy Schwartz, Yes; Ms. Carole Roskoph, Yes

Motion Approved

**RESOLUTION 2018-4-2
RESOLUTION TO AWARD A CONTRACT FOR AN ARCHITECT TO PERFORM A
FEASIBILITY STUDY FOR THE CHERRY HILL PUBLIC LIBRARY**

DISCUSSION: Original architect of CHPL (Todd Harvey) will provide a Feasibility Study to expand current building. This study is necessary to apply for NJ Library Construction Bond Act grant later this year. Feasibility Study will show building options and costs. Architect was capped at \$35,000.

MOTION: Moved by Mrs. Noyes seconded by Ms. Roskoph

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Laura Merkin, Yes; Mrs. Cathy Schwartz, Yes; Ms. Carole Roskoph, Yes

Motion Approved

**RESOLUTION 2018-4-3
RESOLUTION PROVIDING FOR THE INSERTION OF ANY SPECIAL ITEM OF REVENUE
IN THE FY18 BUDGET, PURSUANT TO SECTION 3, OF CHAPTER 159, P.L. 1948**

DISCUSSION: Applied for and was awarded grant of \$1,500 to put towards funding consultants preparing studies to apply for the NJ Library Construction Bond Act.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Laura Merkin, Yes; Mrs. Cathy Schwartz, Yes; Ms. Carole Roskoph, Yes

Motion Approved

Dr. Kavita Gupta arrived at 5:49 p.m.

Administrators' Report

A. Director's Report – Ms. Laverne Mann

1. All departments contribute to the 2017 CHPL Annual Report and N.J. Per Capita Annual Data Report. Three Library Supervisors present department summaries of 2017:

Special presentation on Circulation Department - *Mrs. Jaclyn Harmon, Supervisor*

- a. All circulating library items go through Circulation Department, as well as all fines, fees and inter-library loans; twelve staff members in the department (part and full time)
- b. Food for Fines is going on now, to benefit South Jersey Food Bank. One food item removes one fine, not applicable for DVD or game rentals or to remove lost item fees. About \$150 of fines were forgiven so far.

- c. Circulation Department manages monthly Lunch and a Movie, Must Watch Documentaries and Teen Anime Night.
- d. Some 2017 statistic reviewed:
 - i. 28,000+ library card holders; circulated 348,000+ materials; 2,800+ new Library Card members.
 - ii. Inter Library Loans: 2,200+ CHPL materials lent to other libraries; 600+ items borrowed from other libraries for CHPL patrons.
- e. New in 2017:
 - i. New library cards with key fob of library card included.
 - ii. Mobile outreach is possible using Koha to assign new library cards away from the Library, check out items remotely.

Special presentation on Outreach— *Ms. Deena Caswell, Supervisor of Outreach and Diversity*

- a. This new position was created to focus on connecting with the community.
- b. Focus on attending large Cherry Hill Township community events to promote library cards and services provided by Library.
- c. Inter-department cooperation and support in providing outreach rather than one staff member solely responsible.
- d. Some 2017 statistic:
 - i. 19 separate community events attended, reaching 1,300 people at those events; visited Cherry Hill swim clubs to encourage library use and programs.
 - ii. New Koha system makes mobile outreach possible - easier and faster.
 - iii. To promote library use at local colleges, special flyers created and distributed on campus.
 - iv. Another flyer created for condos and apartment complexes to encourage library use.
- e. New in 2017:
 - i. One Book One Cherry Hill initiative – extremely successful, embraced Cherry Hill diversity and fully funded by a grant.

Special presentation on Reference Department - *Mrs. Tierney Miller, Supervisor*

- a. Program attendance more than doubled in 2017; staff professional development also increased by 54%.
- b. Museum pass program grew to include 14 local attractions. Non-traditional items to circulate have increased, including mobile hot spot, RealPads, Memory Bags and more.
- c. New and ongoing initiatives: seven ESL classes taught four days per week, plus Literacy Volunteers of Camden County continues to hold two weekly classes here. New Feminist book club started and meets quarterly.
- d. Reference by Appointment increased by over 30% and continues to be popular.
- e. Digital circulation increased in 2017: 445,000 digital items borrowed.
- f. Seed library launched and was extremely popular. It returned this year, streamlined to make the process more efficient.
- g. Adult Summer Reading increased again from previous years; summer programs very successful; attendance at summer events counted towards chances to win prizes.
- h. Genealogy Research Center launched in November after a generous donation by the former Friends Gift Shop. It has been popular and classes are offered to navigate the database.
- i. Partnerships increased and will continue: local Chinese Schools have contributed to library programs and their community attended the events. Civic Literacy Committee programs offered with opportunities to volunteer locally, election education, voter registration promoted.

j. Yearbook digitization program – partnered with OCI Yearbook Project at no cost to the library, which digitized the entire Cherry Hill East & West high school yearbooks, available on CHPL website. This site is extremely popular.

2. New bags are being sold at Circulation and Youth Services desks, only \$5 each.

Ms. Katherine Wade arrived at 6:21 p.m.

B. *Library Services Manager – Mrs. Jennie Purcell*

1. We have a full time Maintenance Custodian position open. Interviews for this position and the full time Facilities Manager position have been ongoing.
2. Met with the new landscapers – Rahn Landscaping, Blackwood – to discuss Library expectations. Spring clean up looks really nice.
3. Completed a US Census Bureau form that requests Public Employment and Payroll numbers.
4. Java City will be transitioning over to Wawa products.
5. Volunteer Appreciation Presentation will be Thursday, April 19 at 8:30 a.m. Invitations were emailed to the Board and so far Mr. Simons and Dr. Meloche will attend. All are encouraged to attend.
6. Requested parking permission from Needleman Group next door for the May 26 Flea Market (rain date May 27), June 23 Trucks, Trucks, Trucks event and August 16 Backyard Bash. Provided Library certificate of insurance listing program dates to them.
7. NJ Library Trustee membership cards were distributed to board today.

C. *Friends of the Library – As read by Mr. Simons*

1. Library requests totaling \$ 10,092.79 have been submitted for approval for April. This is largely for the adult and children’s summer reading programs.
2. Membership is at 528.
3. March book sale took in \$11,754.50.
4. Upcoming Events:
 - a. Flea Market - Saturday, May 26, rain date is May 27 (35 of 70 spaces filled).
 - b. Author Luncheon April 11 at Pennsauken Country Club: *Everyman in Vietnam*, by Michael Adas and Joe Gilch.
4. Friends Treasurer’s Report prepared by Mr. Walt Wedzielewski was distributed to the Board.

Unfinished Business

- A. None

New Business

- A. None.

Public Discussion

- A. None

Next regular meeting date: **Wednesday, May 9, 2018 at 5:45 p.m.**

Adjournment

MOTION: Moved by Mrs. Schwartz seconded by Ms. Roskoph.

Unanimously approved

Meeting adjourned at 6:36 p.m.

Jennie Purcell
Board Clerk