

August 9, 2017

The Cherry Hill Public Library Board of Trustees Treasurer, Mrs. Mona Noyes 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 July 20, 2017 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 July 26, 2017. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on July 26, 2017.

Mrs. Noyes called the meeting to order at 5:47 p.m.

The board clerk called the roll and those present were:

Present: Mrs. Mona Noyes, Mrs. Diane Koury Alessi, Dr. Joseph Meloche, Ms. Laura Merkin

Via Phone: Ms. Katherine Wade, Esq

Absent: Mr. Art Simons, Ms. Susan Bass Levin, Esq., Mrs. Cathy Schwartz,
Mrs. Stephanie Sanderson-Braem, Esq.

Others present were: Mrs. Laverne Mann, Library Director
Mrs. Jennie Purcell, Library Services Manager
Ms. Katie Hardesty, Director of Marketing & PR, Cherry Hill Library
Mr. Jim Gibson, President, Friends of the Library

Minutes

Mrs. Noyes asked for a motion to approve the minutes of July 19, 2017 board meeting as there were no questions or changes.

MOTION: Moved by Dr. Meloche seconded by Mrs. Koury Alessi

All in Favor: Mrs. Mona Noyes, Yes; Mrs. Diane Koury Alessi, Yes; Dr. Joseph Meloche, Yes; Ms. Katherine Wade, Yes

Abstention: Ms. Laura Merkin

Motion Approved

RESOLUTION 2017-8-1 RESOLUTION AUTHORIZING PAYMENT OF BILLS

MOTION: Moved by Mrs. Koury Alessi seconded by Dr. Meloche

All in Favor: Mrs. Mona Noyes, Yes; Mrs. Diane Koury Alessi, Yes; Dr. Joseph Meloche, Yes; Ms. Katherine Wade, Yes; Ms. Laura Merkin, Yes

Motion Approved

Administrators' Report

A. Director's Report – Ms. Laverne Mann

1. NJ Library Construction Bond Act was signed by Governor Christie; this is the only State referendum that will be on the ballot in November. On September 9 NJ Library Trustees Association holds a "Trustees as Advocates" program where the advocacy and action plan will be rolled out for this Construction Bond Act. More information to follow. If any Board members can attend the Trustee Institute, it's free. And as a 501c6 organization, trustees can do direct advocacy for bills in a way that we cannot as a municipal agency.
2. Summer Reading Program ends August 19, and sign-ups continue.
3. August 17 is our Backyard Bash from 5 p.m. – 8 p.m. which includes food trucks, activities, games and more. All Board Members are encouraged to attend.
4. August 21 the Library is closed to the public so we can implement Koha, our brand new integrated library system. Staff training and practicing has occurred and will continue that day.

B. Library Services Manager – Mrs. Jennie Purcell

1. We have an open position for a PT Library Clerk in the Circulation Department. Interviews will begin next week. We just filled a Student Page position in Youth Services.
2. The front doors of the Library were repaired on July 24. The track needed to be serviced due to not closing and locking properly. A week later the sensor needed to be replaced.
3. PSE&G was here to install a new meter on July 25. They had to dig up the old one with a backhoe and our gas was shut off during the repair.
4. We requested tents from DPW for our Backyard Bash scheduled for August 17 from 5 p.m. – 8 p.m. in Friendship Grove. Received approval for parking from Needleman back in May. Requested landscapers to cut grass Wednesday before event rather than usual service day of Friday.
5. We have had major leaks in the building due to recent strong rainstorms. Russ put weather stripping around the doorway in Circulation near the fireplace which is a fire exit door.
6. Coordinating with staff and Police at the Township for staff needing CHPL photo ID cards. Police will be at the Backyard Bash making kids' ID cards and can also do staff that evening.
7. Maintenance Department has shampooed most carpets in need. They recently painted the employee hallways and touched up part of the Conference Center where the new border that came with the new carpets was a different size. Some additional painting and cleaning of the tile floors are next for the weekend projects.

C. Director of Marketing & PR – Ms. Katie Hardesty:

1. PR, Events, Meetings and Other News:
 - a. Media clips: CHPL was featured on NBC10 News (July 19 at 6 a.m.) about how libraries play a role in preventing "Summer Slide."
 - b. Art Gallery Exhibitions:
 - i. August – Matt Davis, photography
 - ii. September – Christopher Lands, digital art
2. E-Mail Marketing (Constant Contact):
 - a. August events: sent August 1st.

- b. CHPL Facebook – Popular Posts in July include Ryder H, the first to reach 1,000 Books Before Kindergarten (photos), Barking Book Buddies (event pics), Kids Jewel Heist (event promo), CHPL featured on NBC10 News (video), Free Family Movie (event promo)
- 3. Ongoing PR and Events in the Works:
 - a. Summer Reading Program, log your books until Aug. 19 <https://chplnj.beanstack.org>
 - b. One Book, One Cherry Hill (early Sept. through Nov. 15) funded by a grant.
 - i. *Songs of Willow Frost*, by Jamie Ford
 - ii. Many Chinese culture activities planned, including cooking demos, crafts, speakers, book discussion, scholar discussion on Shanghai and more. Activities planned for all ages.
 - iii. Full booklet of activities and programs is being printed.
 - c. August 30 Dine & Donate at Houlihan’s, must show flyer for Library to receive proceeds.
 - d. Book It 5K & Wellness Day (with Township Recreation): Saturday, September 23.

D. Friends of the Library –Mr. Jim Gibson

- 1. September 14 – 16 is a special book sale: “Better Books.”
- 2. October 4 is the next trolley trip to the new American Revolution Museum in Philadelphia. This trip is sold out.
- 3. Construction of a pavilion in Friendship Grove is tabled. Friends are willing to discuss using remaining Gift Shop funds in another way at the Library, and however the monies are used wish to recognize all the efforts of the Gift Shop. Library Admin will discuss ideas with Board President and then present ideas to Friends Board for consideration.
- 4. Friends Treasurer’s Report prepared by Mr. Walt Wedzielewski, read by Mr. Gibson.

Unfinished Business

- A. None

New Business

- A. CHPL Social Media Policy: With social media’s popularity (Facebook, Instagram, Twitter, etc.) and frequency of use, this policy is a branch of our Patron Code of Conduct, providing staff and public with guidelines to follow and actions allowed. This new policy was drafted and reviewed by Admin, emailed to Board for review.

**RESOLUTION 2017-8-2
RESOLUTION APPROVING THE SOCIAL MEDIA POLICY
OF THE CHERRY HILL PUBLIC LIBRARY**

MOTION: Moved by Mrs. Koury Alessi seconded by Ms. Wade

All in Favor: Mrs. Mona Noyes, Yes; Mrs. Diane Koury Alessi, Yes; Dr. Joseph Meloche, Yes; Ms. Katherine Wade, Yes; Ms. Laura Merkin, Yes

Motion Approved
Public Discussion

A. None

Next regular meeting date: **Wednesday, September 13, 2017 at 5:45 p.m.**

Adjournment

MOTION: Moved by Dr. Meloche seconded by Mrs. Merkin

Unanimously approved

Meeting adjourned at 6:06 p.m.

Jennie Purcell
Board Clerk