

June 13, 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 May 12, 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 May 30, 2018. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on May 30, 2018.

Mr. Simons called the meeting to order at 5:47 p.m.

The board secretary called the roll and those present were:

Present: Mr. Art Simons, Mrs. Mona Noyes, Mrs. Stephanie Sanderson-Braem, Esq., Ms. Susan Bass Levin, Esq., Dr. Joseph Meloche

Absent: Mrs. Cathy Schwartz, Ms. Laura Merkin, Ms. Katherine Wade, Esq., Dr. Kavita Gupta

Other present were: Mrs. Laverne Mann, Library Director
Mrs. Jennie Purcell, Library Services Manager
Ms. Katie Hardesty, Director of Marketing & PR, Cherry Hill Library
Ms. Michelle Samalonis, Cherry Hill Township Controller
Mr. Walt Wedziewski, Treasurer, Friends of the Library

Minutes

Mr. Simons asked for a motion to approve the minutes of May 9, 2018 board meeting as there were no questions or changes.

MOTION: Moved by Dr. Meloche seconded by Mrs. Sanderson-Braem

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Stephanie Sanderson-Braem, Yes; Ms. Susan Bass Levin, Yes; Dr. Joseph Meloche, Yes

Motion Approved

RESOLUTION 2018-6-1 RESOLUTION AUTHORIZING PAYMENT OF BILLS

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Stephanie Sanderson-Braem, Yes; Ms. Susan Bass Levin, Yes; Dr. Joseph Meloche, Yes

Motion Approved

RESOLUTION 2018-6-2

RESOLUTION AUTHORIZING TRANSFERS OF APPROPRIATIONS

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Stephanie Sanderson-Braem, Yes;
Ms. Susan Bass Levin, Yes; Dr. Joseph Meloche, Yes

Motion Approved

RESOLUTION 2018-6-3 RESOLUTION AUTHORIZING AN AWARD FOR REPLACEMENT OF DAMAGED CONCRETE AT THE CHERRY HILL PUBLIC LIBRARY

DISCUSSION: Weather permitting, concrete replacement will take place on Monday, June 25.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Stephanie Sanderson-Braem, Yes;
Ms. Susan Bass Levin, Yes; Dr. Joseph Meloche, Yes

Motion Approved

Administrators' Report

A. Director's Report – Ms. Laverne Mann

1. Bobby Rydell: Teen Idol on the Rocks – 160 very excited attendees, engaging Q & A session. Mr. Rydell did not charge for this program but sold and signed copies of his book.
2. NJLA Annual Conference Awards: Elby Wang, Reference Librarian - Rising Star Award. Laverne Mann – Intellectual Freedom Award.
3. Here & Now: A Memory Café – monthly program for those with memory loss and their care givers. Ten Memory Bags with different themes (funded by CHPL Friends) were created to circulate. *The Cherry Hill Sun* featured an article on these services.
4. New Computer classes reviewed.
5. Recent Adult Services programs reviewed with attendance numbers provided.
6. Recent Youth Services programs reviewed with attendance numbers provided.
7. Upcoming fundraiser: Girlfriends Night Out – flyer distributed to Board.
8. Pride at the Library series – June is LGBTQ Pride Month, programs planned accordingly.
9. Library Outreach: summer focus on swim clubs and camps to promote library usage.
 - a. Cherry Hill Township summer camp will incorporate reading time in their schedule, accepting donations from Library to offer books to campers to read.
10. New Jersey Library Budgets – there are two budget resolutions right now for library programs. The first resolution calls for an additional \$7 million to fully fund the Per Capita State Aid program; this has been NJLA's budgetary priority for many years. Two links for more information and for contacting legislators were provided to the Board via email.
11. Director Professional Development and Meetings:
 - a. May 17: Architect meeting, approaches for Construction Bond Act
 - b. May 23: visit Senator James Beach (with Art Simons, Tierney Miller, Beth Cackowski)

- c. May 23: Staff Meeting
- d. May 24: Supervisors Meeting
- e. May 30 - June 1: presenter at NJLA Conference
- f. June 5: JIF Risk Management training
- g. June 6: NJLA Core Values Task Force; NJLA Per Capita State Aid conference call
- h. June 7: webinar – Everylibrary Building Supportfor your Library Budget: A Recipe for Success

B. Cherry Hill Township Controller – Ms. Michelle Samalonis

- 1. Budget Revenue & Expense reports distributed to the Board.

C. Library Services Manager – Mrs. Jennie Purcell

- 2. Hired a Seasonal Student Page, starting the week of June 18. Just filled a Part-Time permanent Student Page position, for 11.5 hours per week in Youth Services. A Youth Services/Reference pool Librarian position is also open.
- 3. Our water heater broke. Purchased replacement for \$4,900 from Barton, installed by Russ in Maintenance Dept.
- 4. Replaced two projectors in the Conference Center and ordered lapel microphones.
- 5. Informed employees of open enrollment period for Health Benefits during of June with a start date of July 1. We are staying with Horizon and employee contribution will increase. Our dental and prescription plans remain the same with no increase.
- 6. Information was sent to employees of the July 1 increase for pension, from 7.34% to 7.50%. Union fees have increased for members, effective July 1.
- 7. Per the resolution, the Library will be closed to the public (weather permitting) on Monday, June 25 for new stamped concrete entranceway, which will be sealed. Stamped concrete should not deteriorate when DPW salts in icy weather.
- 8. Russ is working on our irrigation system, replacing broken rotator sprinkler heads. His repairs saved the library money, rather than having the landscapers do it.
- 9. Merchant Services (credit card services) contacted the Library about a patron’s fraudulent charge dispute. Jennie will provide transaction information to prove what the charges are for and that they are accurate.

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

- 1. PR, Events and Other News:
 - a. Katie’s last day is Thursday, June 5, 2018.
 - b. Summer Events Book is complete and being distributed. PDF version can be added online.
 - c. Sponsorship: \$2,500 from Lazgor and \$2,500 from ERI – total raised \$8,500.
 - d. Art Gallery Exhibitions:
 - i. July – Christine Wagner – Art Blooms Winner
 - ii. August – Nick St. Claire, sharpie art – The World Series of Autism.
- 2. E-Mail Marketing (Constant Contact):
 - a. May & June programs and events reviewed
- 3. CHPL Facebook – (event photographs remain very popular)
 - a. Posts with the highest **Reach** in May reviewed including Neil Diamond fans, Mess Fest and Girlfriends Night Out.
 - b. Posts with the highest **Engagement** in May reviewed including Mess Fest, Sewing Little Dresses for Africa, Neil Diamond fans
- 4. Ongoing PR and Events in the Works:

- a. Trucks, Trucks, Trucks - June 23 from 11 a.m. – 2 p.m.
- b. Book It 5K – early registration through May 28
 - i. Run \$35, Walk \$20, Kids Dash \$5
 - ii. Mayor’s Wellness Day combined with this event, blood drive scheduled.
- c. A veteran reached out to the Township requesting a Veteran Wall of Honor – no space at Township so it will be on the curved wall at Library staircase.
 - i. This will be a temporary installation (possibly November to March),
 - ii. Open to all veterans that ever lived in Cherry Hill,
 - iii. Veterans will complete an intake form, submit a 5x7 photograph copy to be installed on the wall,
 - iv. A reception will be planned for November,
 - v. 322 photos can fit on this wall using 5x7 photos with mat; can use smaller photos if response is larger than 322,
 - vi. Claire Schmieder, Reference Librarian and Laverne Mann will take lead on this project,
 - vii. Participating veterans will be encouraged to provide an oral history of their experience.
 - viii. An archival binder of participants may be created,
 - ix. If successful, this project could be a template for other libraries or townships.

E. Friends of the Library – read by Mr. Art Simons

- 1. Library requests totaling \$ 3,328.99 have been submitted for approval for June.
- 2. Membership is at 538.
- 3. Flea Market Update: 55 vendors, hot weather and \$1,161 net. Timing will be better next year, not as close to Memorial Day.
- 4. We ran a raffle for gift baskets with Chinese cuisine items, netting \$475. Raffle tickets were sold in the lobby, which helped with membership as well. Anne W. was the winner; she is a Welcome Desk volunteer.
- 5. We have added several people to our Board of Directors: Laura Glatz, Jessica Hreno and Kim Syvertsen.
- 6. Upcoming Events:
 - a. Next Book Sale is July 19 – 21, early access on July 18.
- 7. Friends Treasurer’s Report read by Mr. Walt Wedzielewski

Unfinished Business

- A. None

New Business

- A. Thank you and good luck to Ms. Katie Hardesty in her new position.

Public Discussion

- A. None

Next regular meeting date: **Wednesday, July 18, 2018 at 5:45 p.m.** (Date delayed due to budget)

Adjournment

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

Unanimously approved

Meeting adjourned at 6:24 p.m.

Jennie Purcell
Board Clerk