

March 14, 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 February 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 February 28, 2018. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on February 28, 2018.

Mr. Simons called the meeting to order at 5:50 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. Laura Merkin, Dr. Joseph Meloche

Absent: Ms. Susan Bass Levin, Esq., Mrs. Cathy Schwartz, 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  
Mr. Jim Gibson, President, Friends of the Library  
Mr. Walt Wedziewski, Treasurer, Friends of the Library

### Minutes

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

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;  
Dr. Joseph Meloche, Yes

Abstention: Ms. Laura Merkin

Motion Approved

### **RESOLUTION 2018-3-1 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. Laura Merkin, Yes; Dr. Joseph Meloche, Yes

Motion Approved

### **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. Streamlined versions are available on CHPL website and included in Township Magazine.

#### **Special presentation on Youth Services Department - Ms. Beth Cackowski, Supervisor**

- a. Youth Services 2017 Infographic distributed and statistics reviewed: over 23,000 attendees at children's programs, 387 sign-ups for *1000 Books Before Kindergarten*, 478 children's programs, new Community Service Power Hours provided 65 hours of teen service to library, 39 school visits, 21 outreach events and 65 events with community partners and much more.
- b. Some new programs in 2017 include: Explore on the Floor for very young children, Teen Life Skills (sewing, power tools, make up, etc.)
- c. Laverne reminded the Board 2017 was Beth's first year at CHPL and she implemented a lot of great, new ideas in the department.
- d. New 2018 adult program: Crypto-zoology Convention planned Saturday, April 14 – speakers and vendors secured, open to the public.

#### **Special presentation on Technical Services Department - Ms. Elizabeth Quinn, Supervisor**

- a. Tech Services had a great 2017 partly due to a great staff; Sandy Corey has been here for 25 years.
    - i. All materials that come through the Library are cataloged in Tech Services: print books, eBooks, music, DVDs, and so much more.
    - ii. Non-traditional items like American Girl Dolls, RealPads, Seed Thermometers, Makey-Makey kits, Book Clubs to Go, WiFi Hot Spots, Memory Bags, and more.
  - b. In 2017 changed CHPL's Integrated Library System (ILS) to Koha, an open-source ILS. This handles cataloging, acquisitions, periodicals, circulation and the online catalog patrons' use.
    - i. The vendor Bywater helped with migration, technical support, staff training.
    - ii. Koha (as an open-source ILS) offers many more options than previous proprietary ILS SIRSI. Over time, Koha will save CHPL significant money.
  - c. Irish Dancers will perform at CHPL on Saturday, March 17 at 3 p.m., open to the public.
2. 2017 Annual Data Collection statistics reviewed with Board, including budget.
  3. Libraries used to be measured by collection alone but so many services and programs are offered at CHPL. Goal in 2018 is to increase library card holders, continue to grow digital collections.

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

1. Working on the retro calculations for the union ratification. Once contract ratified and signed, retro pay will be distributed.
2. Met with Gary (CHT) to discuss HVAC upgrade. If we do apply for the bond in the fall, need to ensure the HVAC system suggested will handle additional space if added. Gary is working on the numbers and will provide an update. Township will work with Library to cover HVAC upgrades.
3. Received three quotes on stamped concrete Library entrance. This project will take place in the warmer months; will try to schedule this with the least disruption to the public. It will take two days to tear out the existing concrete and replace. The company then comes back to seal the concrete. The seal would protect from salt during the winter months.
4. Laverne added a clear box for spare change at the Circulation Desk a few months ago. Patrons have stuffed their spare change bringing in \$114.50 to date of general donations. This was a great idea.
5. A portion of Circulation carpet was replaced on Friday, February 23 when the building was closed for Staff Development Day. It took 16 hours to replace that portion of the carpet and it looks great.

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

1. PR, Events and Other News:
  - a. CHAACA Contest & Reception – 80 contest entries and the reception on Monday, March 12 was well-attended.
  - b. March – Distributing Dignity Collection - new bras and feminine hygiene products to benefit women in crisis all over the nation;
  - c. March is Women’s History Month – ‘Women Justices of the U.S. Supreme Court’ program on March 19 at 7 p.m.;
  - d. March 24 – CHPL Used Clothing & Shoe Donation Fundraiser from 9:30 a.m. – 12:30 p.m.
  - e. Art Gallery Exhibitions:
    - i. March – Barbara March, Mixed Water Media
    - ii. April – Sara Ascalon, photography
2. February E-Mail Marketing (Constant Contact):
  - a. February E-News, Pie Contest Call for Bakers, Events week of February 19, Seed Library and March Computer Classes – posting dates reviewed.
3. CHPL Facebook – Popular Posts in February reviewed
  - a. Clothing & Shoe Drive Fundraiser, Facilities Manager job posting, Preschool Fair event reminder, Teen Life Skills (using tools) – stats reviewed, engagement rate explained.
4. Ongoing PR & Events in the Works:
  - a. Friends Book Sale March 22 – 24, members preview March 21
  - b. Clothing & Shoe Donation Fundraiser – March 24
  - c. Blood Drive March 28 from 2 p.m. – 7 p.m.
  - d. Food for Fines during National Library Week April 8 – 14
  - e. Crypto-Con April 14
  - f. Food, Fashion and Tea from Jane Austen to Queen Victoria April 15
5. Sponsorships package UPDATE: *created with Mrs. Cathy Schwartz*
  - a. Two sponsor packages are finalized:
    - i. Literature, Lecture & Lyrics Series
    - ii. Family Fun Fest in the Grove
  - b. Lenore (CHT) will send email blast to key Cherry Hill businesses, signed by Mayor Cahn and Board President Mr. Simons.
  - c. Brochure created to promote sponsorships.

- d. First sponsorship arrived from Symphony in Cherry Hill as a Family Fun Fest Silver Sponsor this summer.
- e. Jefferson is considering sponsorship.
6. Met with Cherry Hill Schools Zone PTA Character Ed Committee (Ms. Mona Noyes is a member) and will partner for fall program - a screening of the movie *Wonder*. They are creating new Character Corner in CHPL Youth Services Department.

***D. Friends of the Library – Mr. Jim Gibson and Mr. Walt Wedzielewski***

1. Library requests totaling \$ 2,459.94 have been submitted for approval.
2. Membership is at 526; two new board members joined, younger and enthusiastic.
3. Upcoming Events:
  - a. Flea Market - Saturday, May 26, rain date is May 27.
  - b. Book Sale March 21 – 25
  - c. Author Luncheon April 11 at Pennsauken Country Club: *Everyman in Vietnam*, by Michael Adas and Joe Gilch. Please consider attending and bring a friend.
4. Friends Treasurer's Report read by Mr. Walt Wedzielewski.

**Unfinished Business**

- A. None

**New Business**

- A. None

**Public Discussion**

- A. None

Next regular meeting date: **Wednesday, April 11, 2018 at 5:45 p.m.**

**Adjournment**

MOTION: Moved by Mr. Simons seconded by Dr. Meloche.

Unanimously approved

Meeting adjourned at 6:49 p.m.

Jennie Purcell  
Board Clerk