

November 8, 2017

The Cherry Hill Public Library Board of Trustees Treasurer, 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 October 12, 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 October 25, 2017. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on October 25, 2017.

Mr. Simons called the meeting to order at 5:45 p.m.

The board clerk called the roll and those present were:

Present: Mr. Art Simons, Mrs. Mona Noyes, Mrs. Cathy Schwartz, Ms. Carole Roskoph, Ms. Susan Bass Levin, Esq., Mrs. Stephanie Sanderson-Braem, Esq., Mrs. Diane Koury Alessi

Absent: Ms. Laura Merkin, Ms. Katherine Wade, 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. Robert Wright, Esq., Cherry Hill Township Solicitor  
Mr. Jim Gibson, President, Friends of the Library  
Mr. Walt Wedzielewski, Treasurer, Friends of the Library

### Minutes

Mr. Simons asked for a motion to approve the minutes of October 11, 2017 board meeting as there were no questions or changes.

MOTION: Moved by Mrs. Noyes seconded by Mrs. Stephanie Sanderson-Braem

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Cathy Schwartz, Yes; Mrs. Stephanie Sanderson-Braem, Esq., Yes

Abstention: Mrs. Diane Koury Alessi, Ms. Carole Roskoph, Ms. Susan Bass Levin

Motion Approved

### **RESOLUTION 2017-11-1 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. Cathy Schwartz, Yes; Mrs. Stephanie Sanderson-Braem, Esq., Yes; Ms. Susan Bass Levin, Yes;

Mrs. Diane Koury Alessi, Yes; Ms. Carole Roskoph, Yes  
Motion Approved

**RESOLUTION 2017-11-2  
RESOLUTION OF THE CHERRY HILL PUBLIC LIBRARY  
ESTABLISHING THE 2018 HOLIDAY SCHEDULE**

DISCUSSION: List of 2018 holiday closures and Sunday closures distributed to the Board.

MOTION: Moved by Mrs. Koury Alessi seconded by Ms. Carole Roskoph

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Cathy Schwartz, Yes;  
Mrs. Stephanie Sanderson-Braem, Esq., Yes; Ms. Susan Bass Levin, Yes;  
Mrs. Diane Koury Alessi, Yes; Ms. Carole Roskoph, Yes

Motion Approved

**RESOLUTION 2017-11-3  
RESOLUTION OF THE CHERRY HILL PUBLIC LIBRARY  
2018 BOARD MEETING SCHEDULE**

DISCUSSION: List of 2018 board meeting dates distributed to the Board, normally held the second Wednesday of every month.

MOTION: Moved by Mrs. Sanderson-Braem seconded by Mrs. Noyes

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Cathy Schwartz, Yes;  
Mrs. Stephanie Sanderson-Braem, Esq., Yes; Ms. Susan Bass Levin, Yes;  
Mrs. Diane Koury Alessi, Yes; Ms. Carole Roskoph, Yes

Motion Approved

**RESOLUTION 2017-11-4  
RESOLUTION FIXING THE COMPENSATION OF EMPLOYEES OF THE CHERRY HILL  
TOWNSHIP PUBLIC LIBRARY, COUNTY OF CAMDEN, STATE OF NEW JERSEY**

DISCUSSION: In anticipation of non-contractual increases in January based on Township and any cost of living increase in the union contract, a range of salaries based on title is created every year.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Cathy Schwartz, Yes;  
Mrs. Stephanie Sanderson-Braem, Esq., Yes; Ms. Susan Bass Levin, Yes;  
Mrs. Diane Koury Alessi, Yes; Ms. Carole Roskoph, Yes

Motion Approved

**RESOLUTION 2017-11-5**  
**RESOLUTION AMENDING CHERRY HILL PUBLIC LIBRARY**  
**MEETING ROOM RATES, AV FEES AND POLICIES**

DISCUSSION: This is the first increase in Meeting Room and AV fee rates since July 1, 2011.

MOTION: Moved by Mrs. Koury Alessi seconded by Mrs. Schwartz

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Cathy Schwartz, Yes;  
Mrs. Stephanie Sanderson-Braem, Esq., Yes; Mrs. Diane Koury Alessi, Yes;  
Ms. Carole Roskoph, Yes

Abstention: Ms. Susan Bass Levin

Motion Approved

**Administrators' Report**

**A. Director's Report – Ms. Laverne Mann**

1. Genealogy Research Center at CHPL: unveiling at 3 p.m. November 28 in the Reading Room.
  - a. Funded by the Friends Gift Shop, a special plaque thanking the dedicated volunteers and additional signage have been ordered. Would like Board member/s to attend unveiling.
  - b. A special research area is being created in the main Reading Room, to be dedicated to genealogy research.
  - c. A subscription to the Ancestry Library Edition database started, accessible in the Library only.
  - d. Dedicated furniture, computers and scanner will be installed.
  - e. Print and DVD resources were ordered; classes on using this site are being planned.
2. Halloween update:
  - a. 389 preschool and younger kids with adults trick or treated in costume at the Library, then 62 attended a spooky movie in the Conference Center.
  - b. Staff costume contest – Kip Bard dressed as “Book Drop for Dummies” was the winner.
3. Murder Mystery Fundraiser Event on October 27:
  - a. Sold out crowd of 96 people; \$824 profit.
4. One Book One Cherry Hill:
  - a. On November 13, Cookbook Club: Chinese Food
  - b. On November 15, author Jamie Ford will discuss his book *Songs of Willow Frost* in the Conference Center.
  - c. Chinese Maker Day October 28: 150 attendees; partnered with Chinese Schools.
5. NJ Library Construction Bond - State wide referendum passed with 60 % yes votes.
6. November Collection Drives:
  - a. Cherry Hill Township food drive until November 20,
  - b. Books for Kids, a new book collection for underserved areas.
7. Director Professional Development and Meetings
  - a. September 19 Winter Event Planning Meeting
  - b. October 13 Public Policy Institute (NJLA)
  - c. October 18 Reference/IT Meeting
  - d. October 26 Supervisors Meeting
  - e. October 27 Murder Mystery Event

- f. October 28 Chinese Maker Day
- g. November 2 – 3 Library Journal Director’s Summit

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

- 1. There is a Part-Time Reference Librarian position opening in January. An employee is retiring after 25+ years of service.
- 2. There is a Full-Time position in Maintenance. Interviews were conducted and a candidate was selected: Anthony Gallo begins on November 13. Thank you Cherry Hill Township for lending a Maintenance staff member to assist while our staffing was low.
- 3. Our sewer backed up in the lower level bathrooms due to a broken float on October 30. Russ Lindmeier and Gary (CHT) were able to fix the problem by installing new floats that we had on supply.
- 4. We sold approximately \$225 of items (furniture, racks, cash registers and old typewriters) on GovDeal that were in our storage room. Leftover items will be offered to staff then discarded if not taken. Removal of these items cleared out some storage space.
- 5. Attended ‘The Essentials of HR Law’ on October 26 at the Holiday Inn, Cherry Hill. This was a free seminar as part of my membership with Career Track. It was very informative.
- 6. On November 9 the irrigation system will be winterized. Lawn cuttings were extended due to the warm weather.
- 7. The Fundraising Brainstorming Meeting is scheduled for Tuesday, November 14 at 4:30 p.m. in the Board Room. Some staff and some Board members will attend.
- 8. On October 17 our main elevator was out of service. The preventative maintenance from Kone (our contracted service) noticed the main switch to turn the power off was missing a part. Gary (CHT) was able to quickly get the part and install so that we could get the elevator back in service. We shuttled some patrons in the interim to our staff elevator for programs.
- 9. On Saturday, November 4, scheduled with DPW the installation of fundraiser bricks in Friendship Grove. Katie sent photos of installed bricks to those requesting them.

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

- 1. PR, Events, Meetings and Other News:
  - a. One Book, One Cherry Hill wraps up with author Jamie Ford’s visit on November 15. There are 112 registered and 58 seats remaining.
  - b. Event planning for January – March 2018 is well underway. We have lots of exciting events in the works.
  - c. Positive five-star review on Library Facebook page shared with the Board.
  - d. Art Gallery Exhibitions:
    - i. November Joanna Patterson, travel photographer, highlighting her trip to Burma
    - ii. December Dino Sistilli, oil on canvas.
  - e. Press:
    - i. Cherry Hill Sun took photos at our Library Trick-or-Treat
    - ii. SNJ Today news (Ch 4) interviewed Laverne and filmed here for a story about the NJ Library Construction Bond Act.
- 2. E-Mail Marketing (Constant Contact):
  - a. October events, art gallery, News to Unopens
  - b. CHPL Facebook – Popular Posts in October include Cherry Hill Digital Yearbooks – viral post! 77,000+ reached. Other popular posts include Forget Me Knot vase collection drive, Library trick-or-treat, Stranger Things event and Explore the Floor event. Facebook page summary reviewed.
- 3. Ongoing PR and Events in the Works:

- a. An Evening with Jamie Ford – Wednesday, Nov. 15 at 7 p.m. Registration required.
- b. Burma: A Photographic Essay – Sunday, Nov. 19 at 2 p.m.
- c. PAFA Travelling Lecture: Feminine Forms – Monday, Nov. 20 at 7 p.m.
- d. TWO events on Saturday, Dec. 2 from 10 a.m. – 1 p.m. Used Jewelry & Accessory Sale (Multicultural Room) Teen Craft Fair (Conference Center)
- e. Blood Drive Monday, Dec. 4 from 2 p.m. – 7 p.m.

Discussion on videotaping popular library programs in the future to allow viewing after, if scheduling conflict prevents attending.

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

1. Book Sale is this week: November 9 – 11; Friends members' preview is tonight, Nov. 8.
2. Friends Treasurer's Report read by Mr. Walt Wedzielewski.

Director thanked the Friends for their advocacy, for mailing their members information on the Library Construction Bond referendum.

Director thanked the Friends for purchasing two light-therapy full spectrum lamps, placed in the Library to combat seasonal affective disorder.

**Unfinished Business**

- A. None

**New Business**

- A. Tuesday, November 14 at 4:30 p.m. Fundraising Brainstorming Meeting is scheduled in the Library Board Room. All Board members are invited; please arrive with ideas to share.

**Public Discussion**

- A. None

Next regular meeting date: **Wednesday, December 13, 2017 \*Bill Pay Only** – conference call may be scheduled rather than an actual meeting; details to follow.

**Adjournment**

MOTION: Moved by Mrs. Schwartz seconded by Mrs. Koury Alessi

Unanimously approved

Meeting adjourned at 6:17 p.m.

Jennie Purcell

Board Clerk