

October 11, 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 September 14, 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 September 28, 2017. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on September 28, 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. Laura Merkin, Dr. Joseph Meloche

By Phone: Mrs. Stephanie Sanderson-Braem, Esq.

Absent: Ms. Susan Bass Levin, Esq., Mrs. Diane Koury Alessi, 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
Mrs. Michelle Samalonis, Cherry Hill Township Controller
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 September 13, 2017 board meeting as there were no questions or changes.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Cathy Schwartz, Yes; Ms. Laura Merkin, Yes; Dr. Joseph Meloche, Yes; Mrs. Stephanie Sanderson-Braem, Yes

Abstention: Mrs. Mona Noyes

Motion Approved

RESOLUTION 2017-10-1 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; Mrs. Cathy Schwartz, Yes; Ms. Laura Merkin, Yes; Dr. Joseph Meloche, Yes

Motion Approved

**RESOLUTION 2017-10-2
RESOLUTION TO ADOPT THE FY 2018 BUDGET**

DISCUSSION: Summary of FY18 Appropriations and Revenues distributed to the Board.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Stephanie Sanderson-Braem, Yes; Mrs. Cathy Schwartz, Yes; Ms. Laura Merkin, Yes; Dr. Joseph Meloche, Yes

Motion Approved

**RESOLUTION 2017-10-3
RESOLUTION FOR AWARD OF MAINTENANCE CONTRACT FOR
THE CHERRY HILL PUBLIC LIBRARY HVAC SYSTEM**

DISCUSSION: HVAC contract was up for renewal. Three bids arrived and Johnson Controls was the lowest. The contract will be for a term of one year.

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; Mrs. Cathy Schwartz, Yes; Ms. Laura Merkin, Yes; Dr. Joseph Meloche, Yes

Motion Approved

Administrators' Report

A. Director's Report – Ms. Laverne Mann

1. Book It 5K / 1 mile walk / Mayor's Wellness Day – was held September 23 in Friendship Grove. 156 5K participants, 44 Walkers and 48 Kids Dash signed up. Race proceeds benefit hurricane relief. Cherry Hill Recreation Department, Cherry Hill Police Department and community sponsors.
 - a. Thank you to staff for helping out that day.
2. NJ Library Construction Bond - State wide referendum on ballot November 7.
3. One Book One Cherry Hill: author Jamie Ford will discuss his book *Songs of Willow Frost* on November 15, many programs occurring now, right up to this event. Booklet and bookmarks are being distributed to promote these events.
 - a. Thank you Dr. Meloche for interviewing Deena Caswell, Outreach Librarian on your You Tube show and for highlighting One Book events, Library Card Sign Ups.
4. Collection Drive:
 - a. Forget Me Knot - vase collection drive until October 16 which repurposes wedding flowers then donates them to nursing homes and shelters.
5. Upcoming Events

- a. October 17 Delicious Reads: read a story then a Shop Rite dietician helps make a snack inspired by the story. This is a wonderful partnership with Shop Rite.
 - b. October 19 The Music of World War II: War Songs and Their Stories.
 - c. October 19 Teen Life Skills: last month was sewing a button, this month is simple make up tips.
 - d. October 27 CHPL Murder Mystery Fundraiser Event: sold out.
 - e. October 28 Chinese Maker Day: crafting, Chinese calligraphy/painting, food making, games, Chinese face painting, and a photo booth.
 - f. October 31 Trick or Treat at the Library starting 10:30 a.m. followed by a spooky kids' movie.
6. Director Professional Development and Meetings
- a. September 15 NJLA Public Policy Institute
 - b. September 18 NJLA Core Values Task Force
 - c. September 19 Winter Event Planning Meeting
 - d. 1 on 1 meetings with Supervisors
 - e. October 5 - 6 New York Comicon: Professional Panels NYPL, publishers, panels, exhibits
 - f. Performance Evaluations – full time staff
 - g. Staff Meeting and Supervisors Meeting

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

- 1. We have an open full time position in Maintenance. The job description was posted on CHPL website and on Indeed.com; conducting interviews now. Thank you to Township for providing temporary help until this position is filled.
- 2. Six cameras were installed outside the Library in Friendship Grove, towards Vitarelli's, Kings Highway and additional parking lot views. This completes the camera project. A new DVR was ordered to accommodate these new cameras.
- 3. Exterior electric was installed last week so we now have flood lights outside which are on dusk to dawn.
- 4. Russ, Maintenance Supervisor, is getting quotes for stamped concrete/pavers with our logo at the front entrance.
- 5. About half of the available items CHPL listed (desk, racks, cash registers, etc.) were sold on GovDeals.com. Items will be picked up next week.
- 6. Worked on finalizing the budget with Laverne and Michelle.

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

- 1. PR, Events, Meetings and Other News:
 - a. One Book, One Cherry Hill is biggest push right now. Booklets and bookmarks are available to promote this township-wide program. Giant panels on display on lower level: *Herstory, the Legal History of Chinese American Women*.
 - b. Art Gallery Exhibitions:
 - i. October Jonghyun Kwon (from South Korea), mixed media collage
 - ii. November Joanna Patterson, travel photographer, highlighting her trip to Burma
- 2. September - Library Card Sign Up month
 - a. 261 new card holders signed up, not including renewals.
- 3. E-Mail Marketing (Constant Contact):
 - a. September events, and One Book One Cherry Hill programs and events.
 - b. CHPL Facebook – Popular Posts in September include One Book One Cherry Hill Mayor video, event photos taken by staff always do well. Facebook page summary reviewed.
- 4. Upcoming PR and Events in the Works:

- a. Trick or Treat at the Library on October 31.
- b. One Book One Cherry Hill events continue through November. Please register now if you wish to attend the author event (Jamie Ford) on November 15.

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

1. Library requests totaling \$5,381.47 have been approved for September.
2. An additional amount of \$11,529 was approved for the Genealogy Research Center at CHPL using funds from the Gift Shop.
3. Library requests for \$ 3,531 will be presented at the Friends Board Meeting on October 18 for approval.
4. Membership is at 504
5. American Revolution Museum in Philadelphia trip update: 63 people participated, needed two buses. Everyone enjoyed the new museum.
6. September 14 – 16 Better Books Sale brought in \$3,851.
7. Would like to send out a newsletter before November to publicize the next book sale, to remind people of the upcoming election, and to provide information on referendum.
8. Next book sale is November 9 – 11, members preview Nov. 8.
9. Friends Treasurer’s Report read by Mr. Walt Wedzielewski.

Unfinished Business

- A. None

New Business

- A. Mrs. Schwartz suggests setting up a separate meeting to brainstorm ideas for a fundraiser spearheaded by the Board. She will submit some dates to Board Secretary to share with Board and appropriate Library staff. Come to the meeting with new ideas to share; research what worked or failed at other places.

Public Discussion

- A. None

Next regular meeting date: **Wednesday, November 8, 2017 at 5:45 p.m.**

Executive Meeting-Closed Session

**RESOLUTION 2017-10-4
RESOLUTION REQUIRED BY THE OPEN PUBLIC MEETINGS ACT
FOR A CLOSED MEETING**

MOTION: Moved by Mrs. Noyes, seconded by Dr. Meloche, to close the Regular Meeting and go into Executive Meeting to discuss personnel pursuant to N.J.S.A. 10:4-12(b)(8).

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Stephanie Sanderson-Braem, Yes;
Mrs. Cathy Schwartz, Yes; Ms. Laura Merkin, Yes; Dr. Joseph Meloche, Yes

Meeting closed at 6:14 p.m. and reopened at 6:21 p.m.

MOTION: Moved by Mrs. Schwartz, seconded by Mrs. Noyes, to close the Executive Meeting to go into Regular Meeting.

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Stephanie Sanderson-Braem, Yes;
Mrs. Cathy Schwartz, Yes; Ms. Laura Merkin, Yes; Dr. Joseph Meloche, Yes

Adjournment

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

Unanimously approved

Meeting adjourned at 6:22 p.m.

Jennie Purcell
Board Clerk