

October 19, 2016

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 September 15, 2016, 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 5, 2016. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on October 5, 2016.

Mrs. Noyes called the meeting to order at 5:42 p.m.

The board clerk called the roll and those present were:

Present: Mrs. Mona Noyes, Ms. Laura Merkin, Mrs. Cathy Schwartz, Ms. Carole Roskoph

Via phone: Mr. Art Simons, Mrs. Diane Koury Alessi

Absent: Mrs. Stephanie Sanderson-Braem, Esq., Ms. Susan Bass Levin, Esq., Ms. Katherine Wade, Esq., Dr. Joseph Meloche

Other present were: Mrs. Laverne Mann, Library Director
Mrs. Jennie Purcell, Library Services Manager
Mrs. Michelle Samalonis, Cherry Hill Township Controller
Mr. Jim Gibson, President, Friends of the Library
Mr. Walt Wedzielewski, Treasurer, Friends of the Library

Minutes

Mrs. Noyes asked for a motion to approve the minutes of September 14, 2016 board meeting as there were no questions or changes.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Ms. Laura Merkin, Yes; Mrs. Diane Koury Alessi, Yes; Mrs. Cathy Schwartz, Yes

Abstention: Ms. Carole Roskoph

Motion Approved

RESOLUTION 2016-10-1 RESOLUTION AUTHORIZING PAYMENT OF BILLS

MOTION: Moved by Ms. Merkin seconded by Mrs. Schwartz

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Ms. Laura Merkin, Yes; Mrs. Diane Koury Alessi, Yes; Mrs. Cathy Schwartz, Yes; Ms. Carole Roskoph, Yes

Motion Approved

**RESOLUTION 2016-10-2
RESOLUTION TO ADOPT THE FY 2017 BUDGET**

Discussion: Library Director and Library Services Manager worked closely with Township CFO to create budget on salaries, benefits, insurance, acquisitions, working within State Aid, tax appropriations, revenues collected at Library. Copies of FY17 budget sent to all Board members for review. Some Capital needs to be spent by June, now creating list of Capital budget items.

MOTION: Moved by Mr. Simons seconded by Mrs. Noyes

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Ms. Laura Merkin, Yes; Mrs. Diane Koury Alessi, Yes; Mrs. Cathy Schwartz, Yes; Ms. Carole Roskoph, Yes

Motion Approved

**RESOLUTION 2016-10-3
RESOLUTION FIXING THE COMPENSATION OF EMPLOYEES OF THE CHERRY HILL
TOWNSHIP PUBLIC LIBRARY, COUNTY OF CAMDEN, STATE OF NEW JERSEY**

Discussion: To follow salary increases as Township does every January, some staff are pushed above original salary range, so resolution is necessary to update salary range. This is required every fiscal year in anticipation of January increase.

MOTION: Moved by Mrs. Schwartz seconded by Ms. Merkin

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Ms. Laura Merkin, Yes; Mrs. Diane Koury Alessi, Yes; Mrs. Cathy Schwartz, Yes; Ms. Carole Roskoph, Yes

Motion Approved

Administrators' Report

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

1. Recent happenings at the Library:
 - a. Seed Library, Jeff Quattrone – began discussions to offer self polinating garden seeds to the public as part of a national movement.
 - b. CHPL Emergency Procedure Manual is being updated to prepare for disasters.
 - c. New Teen Advisory Board (TAB) and new CHPL Teen Ambassadors chosen.
 - d. Volunteer Fair on October 9 had the most volunteer groups participate ever.
2. Adult Outreach September and October (report from Deena Caswell, Outreach Librarian)
 - a. September 7 Cherry Hill Super Seniors group (30 attended)
 - b. September 12 Cherry Hill Maturity Club (37 attended)
 - c. September 27 Cherry Hill Senior Festival, hosted Library table (71 seniors attended). Multiple seniors expressed how valuable it was to hear about all the services the library has to offer, especially our free movie showings and computer programs.

- d. September 10 Book It 5K – 54 adults and kids came by the Library table. A great opportunity to partner with Recreation Department and the Township for a fun, community-wide event.
 - e. September 10-11 Librarian Elby Wang did outreach at the Chinese cultural schools running at Beck (150 people) and Carusi (200 people). Having Elby as part of the adult services team helps us better serve the Chinese community, one of the largest minority groups in Cherry Hill.
 - f. October 14 Camden County Chamber of Commerce Business Builders Breakfast panel (30 attended). Made connections with small business owners, the Chamber of Commerce, and other banks, lawyers, and business resources. Many of those in the room had no idea that CHPL and libraries in general have such valuable resources for the small business community.
 - g. Cherry Hill Harvest Fest (583 people) - We were stationed right by the main entrance so practically everyone walked by on their way in or out. With librarian Jaclyn Harmon's assistance, we were able to talk to many families about our children's programming and service opportunities for teens. Numbers were way up from last year, where we spoke to about 375 people.
 - h. 6th Grade Back to School Night September 28, spoke to 79 parents and students. Principal George Guy and media specialist Skye Silverstein support public library outreach and placed our table by the media center where parents passed by multiple times.
3. Meeting attended:
- a. October 6 – 8 New York Comicon
 - b. October 13 Labor Negotiations seminar (NJ League of Municipalities)
 - c. October 16 Cherry Hill Harvest Fest
 - d. October 18 Snapshot Day - NJLA
4. Upcoming Events:
- a. October 2, 23, 30 Free Tai Chi Chih classes at CHPL
 - b. October 28 Murder Mystery Fundraiser Event at CHPL, sold out last year.
 - c. October 31 Halloween Trick or Treat Parade at 10:30 a.m. Board members are welcome to attend.
 - d. November 10 – 12 Friends Book Sale.

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

- 1. Hired new FT Facilities Manager, Russell Lindmeier, starting October 24 in the Maintenance Department.
- 2. Job posted for FT Youth Services Supervisor, will begin interviewing soon. Michelle Yeager has been at CHPL for 9 years and will move on to Woodbury Library as their director.
- 3. Notified employees that have our health insurance of the Health Fair on October 21 at the Township building. Fair offers flu shots, light refreshments and a chance to meet the current health vendors who will be onsite to answer any questions.
- 4. Township also invited those employees to a Health Fair Kickoff/Appreciation breakfast on October 18.
- 5. I am attending a class for the NJ League of Municipalities on “Not Always Black and White: the Grey Areas of Government Ethics” on October 26.
- 6. Upcoming projects include carpeting for the Conference Center, Technical Services Department and will look into the JAW Multicultural Room, once the water leak source is found. Looking into additional outdoor security cameras for Friendship Grove in the Vitarelli's area and the area near Kings Highway; looking into outdoor lighting for Friendship Grove. Also looking into new wooden chairs for Reference and Fireplace area.

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

1. Library requests totaling \$1,352.17 was approved for events in October and November.
2. Membership is at 550
3. Gift Shop will close mid-January, discussing use of the space, no decisions made yet.
4. Friends Bylaw changes:
 - a. Section 9 – Past Presidents – all past presidents may serve as President Emeritus and will retain voting privileges; the board position will be vacated and filled by a qualified and approved board member.
 - b. Article VI Officers – the position of Director of Book Sales will be added to the list of officers.
 - c. Article VII, Section I – Executive Committee – the immediate Past President may serve as President Emeritus for a period of two years and will not retain voting privileges on the Executive Board.
5. Upcoming events:
 - a. Book Sale – November 10 – 12.
 - b. Author’s Luncheon, Kathleen Long – April 5, 2017.
 - c. Trip to 9-11 Memorial – June 7, 2017.
 - d. Astral Artist concert late winter.
6. 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, November 9, 2016 at 5:45 p.m.** 2017 Board Meeting dates and CHPL Holiday schedule will be reviewed at this meeting.

Adjournment

MOTION: Moved by Ms. Roskoph seconded by Ms. Merkin.

Unanimously approved

Meeting adjourned at 6:10 p.m.

Jennie Purcell
Board Clerk