

February 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 January 11, 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 January 31, 2018. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on December 31, 2018.

Mrs. Purcell called the meeting to order at 5:46 p.m.

The board secretary called the roll and those present were:

Present: Mr. Art Simons, Mrs. Mona Noyes, Mrs. Cathy Schwartz, Ms. Katherine Wade, Esq.,  
Dr. Joseph Meloche

Absent: Mrs. Stephanie Sanderson-Braem, Esq., Ms. Susan Bass Levin, Esq.,  
Ms. Laura Merkin, 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. Brandon Hawkins, Esq., Cherry Hill Township Solicitor

Ms. Katherine Wade arrived at 5:55 p.m.

### Minutes

Mr. Simons asked for a motion to approve the minutes of January 18, 2018 board meeting as there were no questions or changes.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Cathy Schwartz, Yes;  
Dr. Joseph Meloche, Yes

Abstention: Ms. Katherine Wade

Motion Approved

### **RESOLUTION 2018-2-1 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. Cathy Schwartz, Yes;  
Ms. Katherine Wade, Esq., Yes; Dr. Joseph Meloche, Yes

Motion Approved

**RESOLUTION 2018-2-2**  
**RESOLUTION AUTHORIZING A CONTRACT FOR LAWN MAINTENANCE SERVICE**  
**AT THE CHERRY HILL TOWNSHIP PUBLIC LIBRARY**

DISCUSSION: Received seven bids and Rahn Landscaping was the lowest. This is a one year contract with the option to renew for two more years. This will save the library approximately \$5,000 compared to previous years.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Cathy Schwartz, Yes;  
Ms. Katherine Wade, Esq., Yes; Dr. Joseph Meloche, Yes

Motion Approved

**Administrators' Report**

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

1. 2017 Annual Report distributed to the Board, electronic version will be available.
2. Volunteer Appreciation Breakfast Thursday, April 19 at 8:30 a.m. in Conference Center. Board members are encouraged to attend.

**Special Presentation on Library HVAC, Chiller** - Mr. Gary Kanefsky (CHT) & Mr. Russ Lindmeier (CHPL Facilities Manager)

1. Library chiller will need replacement: current system is old, replacement parts are difficult to find, service calls occurring more often and are very expensive.
2. One option is remove chiller system altogether and put condensing units along the back edge of the building, costing approx. \$115,000.
3. Another option is replacing the chiller in kind, costing approx. \$300,000.
4. Best option would be to remove old system, install two smaller chillers (125 ton each). With two units, can alternate use of each - one always available if the other fails, higher efficiency than the unit we have now, costing approximately \$400,000.
5. The Library is a cooling center for the area so an efficient system is important.
6. This will be a big job, to be scheduled in the fall if possible.

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

1. Carpet was replaced in the Computer Lab on 1/31/18 and the entrance of Reference on 2/1/18. Part of Circulation will be re-carpeted during library closure on 2/23/18, Staff Development Day. Items in Circulation will be relocated in the Library so patrons can still check out items.
2. Received seven quotes for the Landscaping bid. We selected Rahn Landscaping per the resolution accepting the lowest bidder.
3. Lost power twice in January. One was due to the ice storm when a pole was knocked down. The other was a due to a main circuit being tripped. Our generator is not able to handle the size of the building; it will only run for two hours. In the near future I suggest looking into purchasing a generator capable of handling the size of the building.
4. We have one open position in Maintenance for a Facilities Manager, full time with benefits.
5. Barnes & Noble gave the Library a knight made of Lego's. It was placed in Youth Services by the Lego books.

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

1. PR, Events and Other News:
  - a. Always promoting one month ahead; a lot of upcoming events in March getting promoted now.
  - b. Created infographic and collaborated on Annual Report which will be available to the public.
2. Recent press:
  - a. *Cherry Hill Sun* feature article on Shari and Amy Bodofsky, February Art Gallery mother-daughter duo.
  - b. *Philadelphia Inquirer* ran a great article on the Feb. 3 event, “Know Your Muslim Neighbor.” Received follow up phone calls and very positive feedback.
3. Art Gallery:
  - a. February – Shari and Amy Bodofsky (mother/daughter duo)
  - b. March – Barbara March
4. Upcoming:
  - a. March 7 from 6 p.m. – 8 p.m. CHAACA Black History Poster Contest Reception in the Conference Center. Board members are welcome to attend.

**D. Friends of the Library – (as read by Mr. Art Simons)**

1. Friends report distributed to the Board:
  - a. Library requests totaling \$ 1,944.48 have been submitted for approval for February.
  - b. Membership is at 524
  - c. Upcoming Events:
    1. Flea Market on Saturday, May 26
    2. Book Sale March 21 – 25
    3. Author Luncheon April 11 at Pennsauken Country Club: *Everyman in Vietnam*, by Michael Adas and Joe Gilch.
2. Friends Treasurer's Report distributed to the Board.

**Unfinished Business**

- A. Sponsorship packages: *Mrs. Cathy Schwartz and Ms. Katie Hardesty*
  - a. Draft of sponsor opportunities distributed to the Board.
  - b. Presenting Sponsor (limited to two), Silver Sponsor, or Bronze Sponsor at two levels:
  - c. “Family Fun Fests in the Grove” - three massive family events from May to August
    - i. Perks, promotional and digital sponsorship available at every level.

- ii. Will begin promoting these sponsorship opportunities immediately.
- d. "Literature, Lectures & Lyrics" - ten events series over 12 months
  - i. Something for everyone, perks for every category,
  - ii. Can begin promoting this at any time.
- e. Spreadsheet of current vendors created to begin outreach. Board members encouraged to reach out to local businesses and highlight the value of sponsorships.
- f. Brochure being created with colorful graphics, to be emailed and to be printed for distribution.
- g. Librarians will create list of top local businesses with the most employees using public records.

**New Business**

A. None

**Public Discussion**

A. None

Next regular meeting date: **Wednesday, March 14, 2018 at 5:45 p.m.**

**Executive Meeting-Closed Session**

**RESOLUTION 2018-2-3  
RESOLUTION REQUIRED BY THE OPEN PUBLIC MEETINGS ACT  
FOR A CLOSED MEETING**

**MOTION:** Moved by Dr. Meloche, seconded by Mrs. Noyes, 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. Cathy Schwartz, Yes; Ms. Katherine Wade, Esq., Yes; Dr. Joseph Meloche, Yes

Meeting closed at 6:10 p.m. and reopened at 6:15 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. Cathy Schwartz, Yes; Ms. Katherine Wade, Esq., Yes; Dr. Joseph Meloche, Yes

**RESOLUTION 2018-2-4**

**RESOLUTION AUTHORIZING A CONTRACT BETWEEN  
THE CHERRY HILL PUBLIC LIBRARY AND UFCW LOCAL 1360**

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Cathy Schwartz, Yes;  
Ms. Katherine Wade, Esq., Yes; Dr. Joseph Meloche, Yes

**Adjournment**

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

Unanimously approved

Meeting adjourned at 6:15 p.m.

Jennie Purcell  
Board Clerk