

February 8, 2017

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 25, 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 January 25, 2017. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on January 25, 2017.

Mr. Simons called the meeting to order at 5:59 p.m.

The board clerk called the roll and those present were:

Present: Mr. Art Simons, Mrs. Stephanie Sanderson-Braem, Esq., Mrs. Mona Noyes, Mrs. Cathy Schwartz, Ms. Katherine Wade, Esq.

Absent: Ms. Laura Merkin Mrs. Diane Koury Alessi, Dr. Joseph Meloche, Ms. Susan Bass Levin, Esq.

Other present were: Mrs. Laverne Mann, Library Director
Mrs. Jennie Purcell, Library Services Manager
Ms. Katie Hardesty, Director of Marketing & PR, Cherry Hill Library
Mrs. Lenore Rosner, Cherry Hill Township Business Administrator
Mr. Robert Wright, Esq., Cherry Hill Township Solicitor
Mr. Jim Gibson, President, Friends of the Library

Minutes

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

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

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

Motion Approved

RESOLUTION 2017-2-1 RESOLUTION AUTHORIZING PAYMENT OF BILLS

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

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

Motion Approved

Dr. Meloche arrived at 6:01 p.m.

RESOLUTION 2017-2-2
RESOLUTION AUTHORIZING THE EXTENSION OF CONTRACT FOR LAWN
MAINTENANCE SERVICES FOR THE CHERRY HILL PUBLIC LIBRARY

DISCUSSION: Perfect Touch Landscaping held the contract the past two years; this resolution will extend their contract one year. The contract will go out to bid later this year for the next cycle.

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

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

Motion Approved

Administrators' Report

A. Director's Report – Ms. Laverne Mann

1. Annual Report 2016 reviewed with Board.
 - a. Thank you to the Board, the Mayor's office and to the Friends for their support this past year.
 - b. Friends donated \$36,000 towards library programs and supplies in 2016 – thank you!
2. Info graphic distributed, some highlights:
 - a. Library visitors increased 4% from last year,
 - b. PC use is down but there was a 17% increase in Wifi use from last year,
 - c. Adult, youth and tech programs all increased,
 - d. Summer reading participation increase of 46% in kids and teens, up by 35% in adults,

Special presentation on Reference Department - Ms. Tierney Miller, Supervisor

1. Outreach attendance by Librarians increased significantly from last year and will continue.
2. Reference By Appointment – customized one-on-one Librarian appointment for tech help, resume assistance, research and more will continue.
3. Events highlighted; Typhoid Mary program had record-breaking attendance.
4. Adult Summer Reading dramatically increased from previous years; summer programs very successful.
5. Non-traditional collections: RealPad tablets (provided by Mayor's office), Museum Passes (more passes add in 2016 thanks to the Friends, one pass added from library budget).
 - a. Crowdfunding campaign raised additional funds to purchase more passes.
6. Literacy Volunteers of Camden County (LVCC) partnership provides ESL conversational class at the Library weekly, a second weekly class will be added due to demand.
7. Library Equal Access Program (LEAP) partnership provides weekly computer classes at the Library for visually impaired individuals over age 55. They provided special hardware and software to CHPL for class and patron use.

8. Yearbook digitization program –partnered with OCI Yearbook Project at no cost to the library, which is digitizing the entire Cherry Hill East & West high school yearbooks. Upon return the digital file will be added to CHPL website.

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

1. Acquisitions & cataloging – all shelved materials in Library come from Technical Services department.
 - a. Budget for print materials has leveled out the past 5 – 6 years which covers the needs of our patrons.
 - b. Moving towards increasing digital content. In 2016 added Hoopla (digital comics, videos, TV, documentaries, movies, music, audio & eBooks) which is extremely popular.
 - c. Also continue offering digital materials through OverDrive, our subscription with South Jersey Regional Cooperative.
2. SIRSI is CHPL's Integrated Library System (ILS) - looking into changing to an open source provider instead, such as Koha. This move would improve searching on our system.
 - a. Over 200,000 items tagged with current system, Comprise, PayPal all tied to current system. Have to make sure changing ILS will work with current RFID tags and operating systems.
3. New non-traditional collections are cataloged by Tech Services.

B. Library Services Manager – Mrs. Jennie Purcell

1. Completed interviews for the full-time Technology Center Assistant. We hired an internal part-time candidate, Ed Cross, who moved to the full-time position on February 6.
2. The new boiler control panel was installed and is covered under warranty on 2/17/17.
3. Met with Gary (CHT) and Russ (CHPL Maintenance Supervisor) to discuss building entrance where the concrete was cracking and is now crumbling. Underneath the concrete are heating pipes. If weather is favorable, they will possibly pour concrete for a temporary fix on Monday, February 20 since the Library is closed for President's Day but DPW and Township are open. Once the weather warms above freezing, we are discussing either stamped concrete or pavers to help alleviate cracks in the future.
4. With the Nor'easter on January 23, 2017, we experienced some leaks throughout the building; Maintenance staff made some fixes to stop leaks.
5. Laverne, Katie and I are looking at carpet samples for the Conference Center; we met with a vendor this past Monday (Atlas). Will gather quotes when carpet selection is made.
6. FY16 audit was clean with no findings.

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

1. Chinese New Year event on January 28 was hugely successful. CHPL Librarian Elby Wang coordinated everything for the program. The Mayor came and participated. There were performances, crafts, toys, Chinese foods served.
2. CHPL applied for and was awarded One Book One Cherry Hill grant. Chinese American author Jamie Ford (*Songs of Willow Frost*) was selected - related programs are being planned into fall 2017.
3. Visit the online events calendar – many great programs coming up this season.
4. Distributing Dignity partnership – Cherry Hill based non-profit that collects new women's products. Collection bin will be at Library month of March.

D. Friends of the Library – Mr. Jim Gibson

1. Library requests totaling \$1,900 have been submitted for approval in February.

2. Membership is at 583
3. Gift Shop has closed permanently.
4. Agreement for Fund Administration was presented to the Friends Board on January 18 and approved.
5. Upcoming Friends events:
 - a. Author's Luncheon, Kathleen Long (local author) – April 5.
 - b. Book Sale March 29 – April 1.
 - c. Friends Flea Market - May 20.
 - d. Trip to 9-11 Memorial – June 7.
6. Friends Treasurer's Report

Unfinished Business

- A. None.

New Business – *Ms. Laverne Mann*

- A. An idea to use remaining Friends Gift Shop funds towards a permanent project, Phase 3 of Friendship Grove: a permanent structure such as a 20'x 20' open-air pavilion in the Grove. Possible designs distributed to Board, could use Gary (CHT) and Russ (CHPL) for concrete and electric. Would have to hire an architect, purchase materials, labor, etc.
 1. Discussion on using funds from Gift Shop, remaining funds from Mentzer donation and the new Friends Agreement for Fund Administration.
 2. Board President suggested a formal request presented for this project, including specs, location and costs sent to Board members and to Friends President for future review.

Public Discussion

- A. None

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

Adjournment

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

Unanimously approved

Meeting adjourned at 6:45 p.m.

Jennie Purcell
Board Clerk