

January 11, 2017

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 December 8, 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 December 27, 2016. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on December 27, 2016.

Mrs. Noyes called the meeting to order at 5:51 p.m.

The board clerk called the roll and those present were:

Present: Mrs. Mona Noyes, Mrs. Diane Koury Alessi., Ms. Laura Merkin, Mrs. Cathy Schwartz, Dr. Joseph Meloche

Absent: Mr. Art Simons, Mrs. Stephanie Sanderson-Braem, Esq., Ms. Susan Bass Levin, Esq., Ms. Katherine Wade, Esq.

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

Ms. Susan Bass Levin arrived at 5:55 p.m.

Minutes

Mrs. Noyes asked for a motion to approve the minutes of December 7, 2016 board meeting as there were no questions or changes.

MOTION: Moved by Dr. Meloche seconded by Mrs. Koury Alessi

All in Favor: Mrs. Mona Noyes, Yes; Mrs. Diane Koury Alessi., Yes; Ms. Laura Merkin, Yes; Mrs. Cathy Schwartz, Yes; Dr. Joseph Meloche, Yes

Abstention: Ms. Susan Bass Levin

Motion Approved

Ms. Katherine Wade arrived at 5:56 p.m.

RESOLUTION 2017-1-1 RESOLUTION AUTHORIZING PAYMENT OF BILLS

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

All in Favor: Mrs. Mona Noyes, Yes; Mrs. Diane Koury Alessi., Yes;
Ms. Laura Merkin, Yes; Mrs. Cathy Schwartz, Yes; Dr. Joseph Meloche, Yes;
Ms. Susan Bass Levin, Yes; Ms. Katherine Wade, Yes

Motion Approved

Administrators' Report

A. Director's Report – Ms. Laverne Mann

1. Supervisors are working on Department Reports that will lead to CHPL Annual Report for 2016; they will appear at future Board Meetings to discuss their department highlights.
2. New Jersey Public Library Statistical Report (Per Capita State Aid) opened this week. Now answering the questions on Operating Income and Expenditures, Library Staff, Collections, Hours, Services and Trustee Information.
3. Strategic Plan 2017- 2019: A year of group meetings with professional librarians and staff has culminated in a new Strategic Plan. We used the Aspen Institute Action Guide from the report *Rising to the Challenge: Re-Envisioning Public Libraries*.
 - a. The Board was sent our final draft. A community survey to comment and suggest will be available in the library, through our eNews and social media channels early in 2017. Katie will craft the community survey to discover needs of community so CHPL can better serve them.
4. Friends Gift Shop will close Monday, January 21; big sale going on now.
5. New website at www.chplnj.org:
 - a. Easier access to library information, events and services. It is mobile friendly, a major upgrade from our current site. It also has a more simple and streamlined design.
6. New VOX Audio Enhanced Books in Youth Services:
 - a. VOX books are for children, whether they are already voracious readers or still learning the basics. Studies show that audio-supported reading can significantly improve literacy, comprehension, fluency, and vocabulary skills. Audio also adds an entertainment factor. Reading audio-enabled books is effective and fun.
7. Upcoming Events:
 - a. January 28 Chinese New Year Celebration at CHPL 10:30 a.m. – 12 p.m.
 - i. In partnership with the Chinese School of SJ, attendees will enjoy live demonstrations of Mulan, Boxing, Tai Chi and Martial Arts. Activities include writing Chinese letters/characters, paper cutting crafts and making dumplings and egg rolls. We'll also have displays of Chinese paintings and traditional Chinese toys and games. Traditional Chinese New Year snacks will also be available for sampling.
 - b. February 25 Chocolate Bake Off Competition Fundraiser
 - i. Do you love everything chocolate? Come taste your way through an amazing selection of homemade chocolate desserts and baked goods at the CHPL Chocolate Bake-Off Competition at this exciting fundraiser event. Tasting tickets will be available at the door at a cost of \$5 for 5 tastes or \$10 for 15 tastes. The five entry categories are: Cookies/Brownies, Cakes/Cupcakes, Pastries (scones, muffins, croissants), Candy/Fudge and Kid Category – any kind of chocolaty dessert. Prizes will be presented.
 - ii. Please spread the word to get bakers and tasters interested in this event.

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

1. Entered all union increases along with non-contractual and worked on all deductions for pension, life insurance and health. Deleted all unused Personal time that would have expired 12/31/16. Updated all employee 2017 time banks.
2. In December, Maintenance painted the Conference Center, Art Gallery, Children's Story & Craft Room, and will next paint the columns in Youth Services different colors.
3. Upcoming projects will be new carpet in the Conference Center and additional cameras for the outside back area: Friendship Grove, Java City, area near Vitarelli's and along Kings Highway. Looking into motion-sensor flood lights in back area as well.
4. Continue working with Attendance Enterprise through numerous conference calls to prepare the new method of payroll process these past few months. Currently it works on an old computer I have to use in order to process, until the file can be replaced on the new computer.
5. Currently have a full-time Technology Center Assistant position open, interviews scheduled next week.
6. Russ Lindmeier, Maintenance Supervisor, replaced the boiler control on December 19 which cost \$2,700. We were working off of one boiler and it needed to be replaced. On January 4 there was a two minute power outage where the generator came on. This power outage blew the fuses on the HVAC system and fried the new boiler control which was surge protected. Thankfully we are under warranty and a new one is being shipped.
7. Met with the auditor and did a walk-through of all our cash registers, kiosks, change machine and copiers. Everything matched accordingly.

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

1. Working on website, meeting with various departments to fill their pages and keep content current. New site is much easier to update from multiple locations.
2. Thank you Dr. Meloche and Carole Roskoph for connecting CHPL with Cherry Hill West High School Marketing class who are creating a Library promotional video. The students are very creative and using library staff feedback to make a one minute video promoting the Library.
3. Art Gallery has a photography exhibit in January, February is acrylic paintings, March will be photography.
4. Email marketing: January was sent later in the month; right now our Constant Contact contract is being renewed. Will promote Chinese New Year program via eNews and email blasts next. Partnering with CHAACA again on Black History Month poster-essay-video contest, entries due by January 27, reception for winners will be March 6 at CHPL.
5. Every Wednesday with Amanda, staff Librarian, evaluating CHPL social media posts. Evaluations are helpful in planning future posts i.e. CHPL Facebook gets more activity before 1 p.m., the public responds well to photo posts, etc.
 - a. Will begin promoting Feb.1 author Robert Strauss visit.
 - b. Will also promote February 22 ship Captain/author Steve Nagiewicz's presentation on Jersey shore shipwrecks.
6. Crowdfunding brought in approx.\$500 which was 50% of goal so it will be closed. These funds will be used to purchase Museum Passes.

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

1. Library requests totaling \$4,164.36 have been submitted for approval in January. This request includes movie licensing fees and a few ergonomic desks for Reference Staff, among other requests.
2. Membership is at 582

3. Gift Shop will permanently close January 21. Discussing use of the space, no decisions made yet.
4. Agreement between Friends, Board of Trustees and Library Director regarding funds previously held in the Philadelphia Foundation:
 - a. Attended meeting at Township building with Board President and Township Solicitor to discuss certain funds held by the Friends to be used for the Library. Signed a document which names six people to a new committee (three Friends Board members, Library Director and two Board of Trustee members).
 - b. Document outlines procedure on spending monies; proposed expenditures will be presented to Board of Trustees then voted upon by above committee with majority vote required to proceed.
 - c. The purpose of this agreement is to protect these funds to be used to further the charitable objectives of the Friends, to control how and where this money is spent in the future.
 - d. First committee meeting likely to be scheduled early spring 2017.

**MOTION TO APPROVE TERMS OF AGREEMENT ON USE OF FOUNDATION MONEY
BY LIBRARY BOARD OF TRUSTEES**

MOTION: Moved by Ms. Bass Levin, seconded by Dr. Meloche

All in Favor: Mrs. Mona Noyes, Yes; Mrs. Diane Koury Alessi., Yes; Ms. Katherine Wade, Yes; Ms. Laura Merkin, Yes; Mrs. Cathy Schwartz, Yes; Dr. Joseph Meloche, Yes; Ms. Susan Bass Levin, Yes

5. Upcoming Friends events:
 - a. Author's Luncheon, Kathleen Long – 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 read by Mr. Walt Wedzielewski.

Discussion on keeping the Gift Shop credit card machine for use at Book Sales; more discussion to follow.

Unfinished Business

A. None.

New Business

A. None.

Public Discussion

A. None

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

Adjournment

MOTION: Moved by Dr. Meloche seconded by Mrs. Koury Alessi.

Unanimously approved

Meeting adjourned at 6:29 p.m.

Jennie Purcell
Board Clerk