

January 13, 2016

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 December 10, 2015, 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 30, 2015. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on December 30, 2015.

Mr. Simons called the meeting to order at 5:49 p.m.

The board clerk called the roll and those present were:

Present: Mr. Art Simons, Mrs. Mona Noyes, Ms. Susan Bass Levin, Esq.,  
Ms. Laura Merkin, Mrs. Diane Koury Alessi, Mrs. Cathy Schwartz,  
Dr. Joseph Meloche

Absent: Mrs. Stephanie Sanderson-Braem, Esq., Ms. Katherine Wade, 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  
Ms. Madeline Gavin, President, Friends of the Library  
Mr. Walt Wedzielewski, Treasurer, Friends of the Library  
Ms. Carole Roskoph, English Teacher, Cherry Hill West Public School

### **Oath of Allegiance**

Oath of Allegiance was administered to Mrs. Cathy Schwartz to renew her tenure on Cherry Hill Public Library Board of Trustees.

Oath of Allegiance was administered to Mrs. Mona Noyes to renew her tenure on Cherry Hill Public Library Board of Trustees.

Oath of Allegiance was administered to Dr. Joseph Meloche to begin his tenure on Cherry Hill Public Library Board of Trustees.

### **Call for Nominations**

Mr. Art Simons nominated Mrs. Mona Noyes as Treasurer of the Cherry Hill Public Library Board of Trustees, second by Mrs. Cathy Schwartz.

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

Ms. Susan Bass Levin nominated Mr. Art Simons as President of the Cherry Hill Public Library Board of Trustees, second by Mrs. Mona Noyes.

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Ms. Susan Bass Levin, Esq., Yes;

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

Ms. Carole Roskoph was introduced as an alternate to Dr. Joseph Meloche to attend Cherry Hill Public Library Board of Trustee Meetings.

### **Minutes**

Mr. Simons asked for a motion to approve the minutes of December 9, 2015 board meeting as there were no questions or changes.

MOTION: Moved by Mrs. Koury Alessi, seconded by Mrs. Noyes

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

Motion Approved

### **RESOLUTION 2016-1-1 RESOLUTION AUTHORIZING PAYMENT OF BILLS**

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

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

Motion Approved

*Ms. Katherine Wade arrived at 6 p.m.*

### **Administrators' Report**

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

1. *Carol Highsmith, America's Photographer* event.
  - a. The health of the library is the health of the town: “The Library in Cherry Hill and in many cities is the centerpiece. In Cherry Hill it is large, architecturally interesting and welcoming. People of all ages come for events, to take out one book or use the computers.”
2. December events:
  - a. Thursday Morning program: Adult Coloring, 17 adults attended.
  - b. Staff Holiday party - Ugly Sweater Contest photo shared.
3. Updates:
  - a. Rock Your Socks
    - a. CH Township Council members and Recreation Department challenged CHPL as part of Cherry Hill West's participation in New Jersey Lt. Gov. Kim Guadagno's “Rock Your Socks Campaign.” The campaign is a donation drive to collect socks for Covenant House New Jersey. 232 pairs of socks were collected at CHPL alone.
    - b. New CHPL website is being developed in Drupal, an open source Content Management System used by many libraries. Updates will follow as process continues.

- c. CHPL goals for 2016 – new department goals created and analysis of 2015 goals.
  - a. Annual Report for 2015 will be presented to the Board starting in February; will continue over next few months, presented by library supervisors.
- d. Volunteer manager currently evaluating use of volunteers, now using new volunteer software and revamping Jr. Friends to create library leadership opportunities for teens.
- 4. Everything Jersey Series 2016:
  - a. A 2016 series with programs on NJ Foods, wildlife, entertainment, remarkable women, and history from New Jersey, all programs funded through the Mentzer donation.
  - b. First program is February 10 – A New Jersey Legend: John Henry “Pop” Lloyd and the Legacy of Negro League Baseball.
- 5. Upcoming Events:
  - a. Staff Development Day Friday, January 22 – Longevity Awards presented by Board President, Cultural Diversity speaker, workshops. Library closed to the public.
  - b. Sunday open hours begin again January 24.
  - c. 3D Printer (purchased by Friends Gift Shop) Demos and Open Hours have been extremely successful, will continue in 2016.
  - d. New partnership with SCORE (Southern New Jersey Score Chapter) for the business community:
    - a. Allow SCORE mentors and students to meet at CHPL,
    - b. Provide SCORE with a place to hold membership meetings monthly or every other month
    - c. Provide SCORE with use of the Conference Center up to five times per year for events.
  - e. New children’s programs: Bedtime Math Crazy 8s club, Sensory Friendly Films, Page Turners for elementary age.
  - f. Soon! Hoopla – Instantly borrow thousands of digital movies, music albums, audio books, comic books, and more all with a CHPL library card. Simple to use on tablets and phones, and no hassle of returning items. More information to follow.
- 6. Meetings and events attended:
  - a. Supervisor’s Meeting -Dec. 16
  - b. Jr. Friends, Volunteer meeting -Jan. 7
  - c. Pensions seminar – Jan. 13
  - d. Staff meeting – Jan. 14

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

- 1. Employees are now able to view their time balances and time clock punches. All staff received individual log-on and password to the website link. This same platform will allow requesting time off electronically , which will go to their supervisor and Ms. Purcell.
- 2. Completed system review of the time balances so that any unused time that was to expire by 12/31/15 was eliminated. Updated staff 2016 time bank balances.
- 3. Processed the 2016 union pay increases.
- 4. The Library recently had sewer issues from a malfunctioning pump motor. The backup pump is also failing periodically. Gary and George (CHT) are working to fix or refurbish the pump, as it is an emergency situation. Updates to follow.
- 5. Gary, George (CHT) and Ms. Purcell have a meeting scheduled January 19 with Fortress Protection and the Fire Marshall to review logistics of installing a new fire alarm panel. We are trying to eliminate Library closure during installation, will follow the guidance of Fire Marshall.
- 6. Artist David Ascalon sent photos on the Greenmyer sculpture project. He anticipates installing the sculpture at CHPL in February. Signarama in Deptford is working with Cherry Hill Township on obtaining necessary permits.
- 7. Recently received a \$50 donation through Pay Pal account from a Haddonfield resident who received a temporary CHPL Library card, thanking CHPL for use of our library.

**C. Finance Report –**

- e. No report at this time.

**D. Director of PR & Special Events – Ms. Katie Hardesty**

1. After holidays, not as many events planned, January back in full swing with programs/events.
2. Everything Jersey monthly schedule almost complete, finalizing a program with Cooper River Distillery which makes rye, brandy and more. Overview of planned programs distributed to Board.
  - a. Created logo to be used for Everything Jersey series, Board feedback taken into consideration.
3. Many programs planned at the Library in February for Black History month (flyer distributed).
4. Working with CHAACA to plan an author/artist event in spring.
5. Encouraged Board to visit Library web calendar, follow the Library on Facebook, Twitter, Instagram.

**E. Friends of the Library – Ms. Maddie Gavin & Mr. Walt Wedzielewski**

1. Received request from Laverne for another table and umbrella (of park quality) for Friendship Grove, will be paid with the balance from Brian DelGozzo's account for \$932.42. The Friends contributed to the balance. The Friends also purchased two umbrellas for the tables already in the Grove.
2. Requests totaling \$7,242 was approved for the following: gift cards, interactive wall for child development requested by Youth Services Supervisor, computer class instructor John LeMasney's fee.
3. Membership is 570.
4. Gift Shop: Melissa Brisbin (CHPL IT Dept.) helped set up the new credit card machine. Melissa also helped create some flyers for Friends. Very appreciative of her assistance.
5. Barbara and Meredith designed diagrams for easy access to location of books at book sale. Sale went well as usual, approx. \$13,000. New co-chair will assist Phyllis in 2016 Book Sales.
6. New shed was installed on Library grounds by George (CHT) and maintenance staff.
7. Trolley trip in Philadelphia on December 9, 2015 was a success.
8. Author's luncheon is April 6 at Pennsauken Country Club featuring "A Backpack, a Bear and Eight Crates of Vodka," by Lev Golinkin. He was an honored guest at the Collingswood Book Fair. The Friends will purchase 75 books signed by author for attendees to purchase.
9. Jim Gibson is working with Astral Artists for future programs at the Library. The Friends Flea Market is May 21.
10. Treasurer's Report – presented by Treasurer Walt Wedzielewski.

**Unfinished Business**

- A. None

**New Business**

Mr. Art Simons nominated Mrs. Stephanie Sanderson-Braem as Vice President of the Cherry Hill Public Library Board of Trustees, second by Ms. Bass Levin.

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

Dr. Joseph Meloche, Yes; Ms. Katherine Wade, Yes

**Public Discussion**

A. None

Next regular meeting date: **Wednesday, February 10, 2016 at 5:45 p.m.**

**Adjournment**

MOTION: Moved by Mrs. Schwartz, seconded by Mrs. Koury Alessi to adjourn meeting.

Unanimously approved

Meeting adjourned at 6:35 p.m.

Jennie Purcell  
Board Clerk