

June 14, 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 May 11, 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 May 31, 2017. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on May 31, 2017.

Mr. Simons called the meeting to order at 5:51 p.m.

The board clerk called the roll and those present were:

Present: Mr. Art Simons, Mrs. Mona Noyes, Mrs. Cathy Schwartz, Ms. Laura Merkin,  
Dr. Joseph Meloche

Absent: Ms. Susan Bass Levin, Esq., Mrs. Stephanie Sanderson-Braem, Esq., Ms. Katherine Wade, Esq., Mrs. Diane Koury Alessi

Others present were: Mrs. Laverne Mann, Library Director  
Mrs. Jennie Purcell, Library Services Manager  
Ms. Katie Hardesty, Director of Marketing & PR, Cherry Hill Library  
Mrs. Michelle Samalonis, Cherry Hill Township Controller  
Mr. Jim Gibson, President, Friends of the Library  
Mr. Walt Wedzielewski, Treasurer, Friends of the Library

### Minutes

Mr. Simons asked for a motion to approve the minutes of May 10, 2017 board meeting as there were no questions or changes.

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

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

Abstention: Ms. Laura Merkin

Motion Approved

### **RESOLUTION 2017-6-1 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;  
Dr. Joseph Meloche, Yes; Ms. Laura Merkin, Yes

Motion Approved

**RESOLUTION 2017-6-2**  
**RESOLUTION AUTHORIZING TRANSFERS OF APPROPRIATIONS**

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

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

Motion Approved

Mrs. Stephanie Sanderson-Braem arrived at 5:58 p.m.

**Administrators' Report**

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

1. New Maker Playground area being constructed: open hours to use 3-D printer, sewing machines, circuits, etc. Demos and classes will be scheduled in this space. Grand opening in July 2017.
2. New Jersey State Library – Laverne is on the Per Capita State Aid standards committee, attended meeting on May 15. Statutes on Board training may change.
3. Pop Up Shop in former Friends gift shop – application necessary, Saturdays only 10 a.m. – 4 p.m. This may generate sales of plasma ads as well. Please spread the word.
4. Drag Queen Story Times – added a second show due to demand, Monday, June 19.
5. Mess fest on June 2 was very successful; many different messy activities offered for kids. Approx. 250 attended.
6. Summer Reading Program June 19 – August 19 (summer program booklets distributed)
  - a. Pre-registration now open for all ages, official start is June 19.
  - b. Adult Summer Reading Program lobby table scheduled June 1 & 19
7. Upcoming Events:
  - a. Trucks, Trucks, Trucks! June 17 from 11 a.m. – 2 p.m.
    - i. Food Trucks and Touch-A-Truck free event, expecting a great turnout.
  - b. Game of Thrones: Winter is Coming - June 24 at 2 p.m.
    - i. Viewing final episode of Season 6 in anticipation of Season 7 premier
    - ii. A Throne is being constructed by staff for this event.
  - c. The Life & Crimes of the Philadelphia Mob with Author George Anastasia June 21 at 7 p.m.
    - i. VIP tickets being sold for a 6 p.m. meet & greet; general admission is free at 7 p.m.
  - d. Dine & Donate: PJ Whelihan's on June 29 from 5 p.m. – 9 p.m.
    - i. The Library receives 15% of total bill if you leave receipt in bowl by door.
  - e. Meet the Author: Matthew Quick – July 6 at 6:30 p.m.
  - f. Friends of the Library Book Sale – July 13 to 15.
  - g. Jewel Heist Kids Mystery Event – July 29 from 1 p.m. – 4 p.m.
8. Director Professional Development and Meetings:
  - a. Employee Engagement webinar – May 16
  - b. Friends of the Library Meeting - May 17
  - c. Haddonfield Public Library visit May 23
    - i. Saw renovations, met with Director E. Zino and Tech/Teen librarian.

- d. CH Township Senior Services Presentation by Gaye Pino – May 23
  - e. Staff Meeting – May 18; Supervisors Meeting – May 25
  - f. Book Expo 2017, NYC – June 2
  - g. Feminist Book Group – led June 5
  - h. LibraryLinkNJ annual membership meeting, presentation - June 8
  - i. Lynda.com online training for staff every month
  - j. One on one meetings with supervisors
9. New Library Cards with break-off key chain have been ordered.

**B. Finance Report – Mrs. Michelle Samalonis**

1. Budget and revenue summary through June 14 distributed to Board.

Library Services Manager thanked Mrs. Samalonis for assistance in preparing new budget, making sure Library has what it needs.

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

1. Maintenance replaced all the lighting to LED on the Upper Level, Youth Services. This will save on electric use, fewer bulbs are needed and the bulbs will produce less heat. Next, the bulbs on the Lower Level will be replaced. This upgrade is possible using capital money.
2. Waiting for final quote before replacing carpet in Tech Services Department and hallway outside the Computer Lab. Carpet in Tech Services was water damaged in the past.
3. Received three quotes for six additional outdoor cameras: two facing Friendship Grove, one facing Vitarelli's, one facing Kings Highway, two facing parking lot near front entrance.
4. Landscapers recently fixed damaged irrigation lines.
5. Maker Space area outside Admin Office was started June 11 during first Sunday closure.
6. The new payroll process is complete. After numerous attempts with the payroll company, a conference call addressing all the changes was successful and I can now complete payroll in my office versus using my old computer in a different office.
7. Hired a Seasonal Student Page for summer and a permanent Student Page in Youth Services Department.
8. We have a full time position open in Maintenance. I have been conducting interviews with Supervisor, Russ.
9. There was another power outage on June 7 which fried the main control panel for the chiller. We had to purchase another circuit board for \$11,968. It will not be plugged into the generator line and it will have its own dedicated surge protector. Gary (CHT) and Russ believe the problem has to do with our generator. They will continue to investigate problem.
10. Employees attended a Health Fair at the Township on June 2. We concluded our open enrollment process - switching from Aetna to Horizon with a minimal employee increase.
11. Colonial Life open enrollment coming up for employees interested in signing up for additional life insurance, short term disability, etc. A representative will be here July 11.
12. Pension contribution is increasing from 7.20% to 7.34% starting July 1. I will make these adjustments in payroll, as well as health insurance adjustments.

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

1. PR, Events, Meetings and Other News:
  - a. Lots of press attention for Drag Queen Story Time on June 19. We have two sessions, 6 p.m. and 7 p.m. Both are full with waitlists. Journalist from the Philadelphia Inquirer will attend

- to photograph and write about event. Message of the program is accepting differences. Library Board support is appreciated by staff.
- b. Matthew Quick visit is Thursday, July 6 at 6:30 p.m. – let Katie know if you can attend.
- c. A marketing student intern starts the week of June 19 for the summer.
- d. Art Gallery Exhibitions
  - i. June – Scott & Lauren Kern, photography
  - ii. July – Patrick Monaghan, Art Blooms First Place Winner
- 2. E-Mail Marketing (Constant Contact):
  - a. May events, 1,000 Books Before Kindergarten, Friends Flea Market, George Anastasia event, June Computer Classes, June Yoga class, June events, Adult Summer Reading, June daytime events, June Art Gallery show. Stats reviewed for each on: reach, numbers sent, open rate, unique opens.
  - b. CHPL Facebook – Popular Posts in May include Matthew Quick is Coming! (video), We Can't Wait for Trucks (article), 1,000 Books Before Kindergarten Launch, Free Yoga Continues. Stats reviewed for each on numbers reached, clicks and reactions reviewed.
- 3. Ongoing PR and Events in the Works:
  - a. Summer Reading Program, register at <https://chplnj.beanstack.org>
  - b. One Book, One Cherry Hill grant – many fall programs being planned.
    - i. Songs of Willow Frost, by Jamie Ford
  - c. Book It 5K & Wellness Day (with Township Recreation): Saturday, September 23.

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

- 1. Library requests totaling \$1,340.18 have been approved in June.
- 2. Membership is 597.
- 3. Flea Market and 9/11 Memorial Trip updates – both popular and successful.
- 4. New Scholarship for Cherry Hill Public Library employee going to library school awarded to Jasmine Riel.
- 5. Two new board members will join committees where help is needed. Rosemary Leach has also returned to the board.
- 6. Upcoming Friends events:
  - a. Book Sale is July 13 – 15, early access for Friends Members on July 12.
- 7. 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, July 19, 2017 at 5:45 p.m.** \*Delayed for temporary budget.

**Adjournment**

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

Unanimously approved

Meeting adjourned at 6:28 p.m.

Jennie Purcell  
Board Clerk