

March 11, 2020

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 March 12, 2020, 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 February 26, 2020. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on February 26, 2020.

Mr. Simons called the meeting to order at 5:47 p.m.

Oath of Allegiance

Oath of Allegiance was administered to Mrs. Rhonda Shevrin to begin her tenure on Cherry Hill Public Library Board of Trustees.

Oath of Allegiance was administered to Ms. Violeta Katsikis to begin her tenure as alternate for Cherry Hill Schools Superintendent, Dr. Joseph Meloche on Cherry Hill Public Library Board of Trustees.

The board secretary called the roll and those present were:

Present: Mr. Art Simons, Mrs. Mona Noyes, Ms. Susan Bass Levin, Esq., Mrs. Cathy Schwartz, Dr. Kavita Gupta, Mrs. Kathryn Judge, Ms. Carole Roskoph, Mrs. Rhonda Shevrin, Ms. Violeta Katsikis

Absent: Dr. Joseph Meloche

Other present were: Mrs. Laverne Mann, Library Director
Mrs. Jaclyn Harmon, Circulation Supervisor, Cherry Hill Library
Ms. Deena Caswell, Supervisor of Outreach & Diversity, Cherry Hill Library
Mr. Jim Gibson, President, Friends of the Library

Minutes

Mr. Simons asked for a motion to approve the minutes of February 12, 2020 board meeting as there were no questions or changes.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Ms. Susan Bass Levin, Yes; Mrs. Cathy Schwartz, Yes; Dr. Kavita Gupta, Yes; Mrs. Kathryn Judge, Yes; Ms. Carole Roskoph, Yes; Mrs. Rhonda Shevrin, Yes, Ms. Violeta Katsikis; Yes

Motion Approved

**RESOLUTION 2020-3-1
RESOLUTION AUTHORIZING PAYMENT OF BILLS**

MOTION: Moved by Mrs. Noyes seconded by Ms. Roskoph

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Ms. Susan Bass Levin, Yes;
Mrs. Cathy Schwartz, Yes; Dr. Kavita Gupta, Yes; Mrs. Kathryn Judge, Yes;
Ms. Carole Roskoph, Yes; Mrs. Rhonda Shevrin, Yes, Ms. Violeta Katsikis; Yes

Motion Approved

**RESOLUTION 2020-3-2
RESOLUTION OF THE CHERRY HILL PUBLIC LIBRARY TO APPLY FOR FUNDS AND IS
AUTHORIZED BY ITS GOVERNING BODY TO SUBMIT AN APPLICATION**

MOTION: Moved by Ms. Bass Levin seconded by Ms. Roskoph

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Ms. Susan Bass Levin, Yes;
Mrs. Cathy Schwartz, Yes; Dr. Kavita Gupta, Yes; Mrs. Kathryn Judge, Yes;
Ms. Carole Roskoph, Yes; Mrs. Rhonda Shevrin, Yes, Ms. Violeta Katsikis; Yes

Motion Approved

**RESOLUTION 2020-3-3
RESOLUTION TO AWARD CONTRACT FOR 2020 LAWN MAINTENANCE SERVICE
AT THE CHERRY HILL PUBLIC LIBRARY**

DISCUSSION: The Library did not wish to renew Rahn's services. Jennie worked with the Township for an open and fair quote.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Ms. Susan Bass Levin, Yes;
Mrs. Cathy Schwartz, Yes; Dr. Kavita Gupta, Yes; Mrs. Kathryn Judge, Yes;
Ms. Carole Roskoph, Yes; Mrs. Rhonda Shevrin, Yes, Ms. Violeta Katsikis; Yes

Motion Approved

Administrators' Report

A. Director's Report – Ms. Laverne Mann

1. CHPL Annual Report was sent to the Board of Trustees and is available on CHPL website, providing highlights of 2019. Ms. Mann is extremely proud of what CHPL is able to do with the funding it receives.

Special presentation on Circulation Department - Mrs. Jaclyn Harmon, Supervisor

1. The Circulation Department checks materials in and out, shelves all returned items, manages hold requests, handles issues with fines and fees, issues library cards and processes all interlibrary loan requests. We answer and direct patron questions in person, over the phone and by email. A patron's experience at the Cherry Hill Public Library begins and ends with the Circulation Department.
2. Some 2019 statistic reviewed:
 - a. 27,879 patrons, welcoming 3,119 new members; processed 335,236 library materials and 52,150 electronic materials.
 - b. Inter Library Loans: 2,095 CHPL materials lent to other libraries; 584 items borrowed from other libraries for CHPL patrons.
3. 2019 Highlights:
 - a. During National Library Week, Food for Fines forgave \$185, collected 263 lbs. of food for the Food Bank of South Jersey.
 - b. Adjusted our hold policy to allow on-shelf holds. This allows patrons to place holds on items that are currently available and new items that have a cataloging status. Circulation staff have added to their workload collecting on-shelf holds – averaging 35 items per day.
 - c. In June began accepting Library card applications online; we received 226 applications online in 2019.
 - d. September was Library Card Sign-Up month; new members were entered into a raffle to receive prizes: 231 new adults and 96 juvenile members.
4. 2019 programs were very successful:
 - a. Lunch and a Movie - 12 movies; 479 attendees
 - b. Must Watch Documentary – 12 documentaries; 333 attendees
 - c. Oscar series: 3 days in August we showed Oscar nominated movies – 268 attendees
 - d. Teen Anime Night – 10 months, 122 attendees.
5. Outreach:
 - a. Circulation staff assisted in large outreach events this year including NJ Makers Day, National Night Out, and Book It 5K. Members of the department are on staff fund, tech committee and the social media committee.

Special presentation on Outreach– *Ms. Deena Caswell, Supervisor of Outreach and Diversity*

1. Continuing to attend Cherry Hill community & school events to promote library cards and services provided by our library. Additional focus on partnerships in the community.
 - a. In 2019, connected with 1,501 people at various outreach events and programs.
2. In Reference Department with coworkers, worked to establish 25 community partnerships in 2019.
3. Applied for and obtained an action grant from NJ Council for the Humanities to bring One Book, One Cherry Hill back in the summer/fall of 2019. Thank you to the Friends for providing additional funding towards programming for this community event.
 - a. This year's book was *No Ashes in the Fire*, a coming of age memoir by activist Darnell Moore about his life growing up in Camden, NJ. Some universal themes include racism, poverty, LGBT rights, and more, allowing us to create a dynamic and engaging program series.
4. Facilitated CHPL as a stop on NIH's All Of Us Research Program, which brought \$1,500 in funding to the Library.
5. Applied for and obtained NJCH Public Scholars grant, which funded two high-quality educational events, one on writer James Baldwin and one on NJ's role in women's suffrage.
6. Applied for three more grants in 2019, one was denied and two others are pending.
7. Inter-department cooperation and support is appreciated in providing outreach at large community events.

C. *Friends of the Library – Mr. Jim Gibson*

1. Library requests totaling \$1,321.89 have been submitted for approval for March.
2. Membership is at 655.
3. The Book Sale scheduled for March 25 – 28 has been cancelled due to limiting possible spread of COVID-19.
4. Friends trips:
 - a. Philadelphia Flower Show bus trip on March 4 - the bus was full, we broke even.
 - b. Barnes Foundation in late spring.
5. Friends Flea Market is scheduled for Saturday, June 6.
6. Friends Treasurer's Report (prepared by Mr. Walt Wedzielewski) presented by Mr. Gibson

Unfinished Business

A. None.

New Business

A. None.

Public Discussion

A. None.

Next regular meeting date **Telephone Conference Call: Wednesday, April 7, 2020 at 11 a.m.**

Adjournment

MOTION: Moved by Ms. Roskoph seconded by Mrs. Noyes.

Unanimously approved

Meeting adjourned at 7 p.m.

Jennie Purcell
Board Clerk