

November 12, 2018

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 October 11, 2018, 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 October 29, 2018. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on October 29, 2018.

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

The board secretary called the roll and those present were:

Present: Mr. Art Simons, Mrs. Mona Noyes, Mrs. Cathy Schwartz, Ms. Katherine Wade, Esq.,
Dr. Joseph Meloche

Absent: Mrs. Stephanie Sanderson-Braem, Esq., Dr. Kavita Gupta, Ms. Laura Merkin,
Ms. Susan Bass Levin, Esq.

Other present were: Mrs. Laverne Mann, Library Director
Mrs. Jennie Purcell, Library Services Manager
Ms. Suzanne Fox, PR & Marketing Coordinator, Cherry Hill Library
Ms. 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 October 10, 2018 board meeting as there were no questions or changes.

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

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

Motion Approved

RESOLUTION 2018-11-1 RESOLUTION AUTHORIZING PAYMENT OF BILLS

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

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

Motion Approved

**RESOLUTION 2018-11-2
RESOLUTION TO ADOPT THE FY19 BUDGET**

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

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

Motion Approved

**RESOLUTION 2018-11-3
RESOLUTION OF THE CHERRY HILL PUBLIC LIBRARY
ESTABLISHING THE 2019 HOLIDAY SCHEDULE**

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

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

Motion Approved

**RESOLUTION 2018-11-4
RESOLUTION OF THE CHERRY HILL PUBLIC LIBRARY
2019 BOARD MEETING SCHEDULE**

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

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

Motion Approved

**RESOLUTION 2018-11-5
RESOLUTION FIXING THE COMPENSATION OF EMPLOYEES OF THE CHERRY HILL
PUBLIC LIBRARY, COUNTY OF CAMDEN, NEW JERSEY**

DISCUSSION: In anticipation of non-contractual increases in January based on Township and any cost of living increase in the union contract, a range of salaries based on title is created every year.

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

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

Motion Approved

RESOLUTION 2018-11-6
RESOLUTION OF THE CHERRY HILL PUBLIC LIBRARY ADOPTING THE PERSONNEL
POLICIES AND PROCEDURES MANUAL AND EMPLOYEE HANDBOOK
FOR THE CHERRY HILL PUBLIC LIBRARY

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

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

Motion Approved

Administrators' Report

A. *Finance Report* – Mrs. Michelle Samalonis

1. Budget distributed to Board.
2. Library Surplus has been used up.

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

1. October 20 True Crime MiniCon
 - a. Special thanks to James R. Fitzgerald, retired FBI agent and criminal profiler, Detective Richard Nelms for the Cherry Hill Police Dept., Barbara Laker and Wendy Ruderman of the *Philadelphia Daily News* for being our featured speakers.
2. Upcoming: Veterans Wall of Honor – Sunday, November 18 at 2 p.m.
 - i. Board members are invited, over 250 veterans honored.
3. Literature, Lectures & Lyrics sponsorship series, upcoming:
 - a. Unique Eats & Eateries of Philadelphia, November 15
 - b. Journey from Johannesburg, November 29
 - c. Toddler New Year's Eve Dance Party, December 31
4. Adult Services events October 10 – November 6:
 - a. 10 events highlighted, over 400 attendees total
5. Youth Services events mid-October – mid- November:
 - a. 29 events highlighted, over 1,100 attendees total
6. Library Outreach:
 - a. Cherry Hill Township Library Card Drive – October 16
 - b. Cherry Hill Harvest Fest (three staff attended) – October 21
 - c. Developing targeted email to CH Fire Dept. to encourage library card signups
 - d. Cooper Elementary Literacy Night – October 24
 - e. Barton Elementary Batty About Books – November 1

7. November Collection Drive: Cherry Hill Township's annual Thanksgiving Food Drive. Items collected will be donated to the Cherry Hill Food Pantry and JFCS of Southern NJ
8. Libraries in New Jersey Public Policy updates –
 - a. Vineland Public Library referendum loss “Johnson Bill’ by 113 votes
 - b. Per Capita legislation – District 6 legislators / Library Network Aid bill (LibraryLinkNJ, delivery)
 - c. Shared Services New Jersey – NJ Czars, League session, libraries being discussed, NJLA working group.
9. Director Professional Development and Meetings:
 - a. October 10 – Pension webinar for staff
 - b. October 11 – Fundraising 2019 meeting
 - c. October 12 & November 2 – NJLA Public Policy committee meeting
 - d. October 17 – Friends of the Library meeting
 - e. October 20 – True Crime MiniCon
 - f. October 25 – Supervisors meeting
 - g. November 7 – LibraryCon live
 - h. November 7 – Staff meeting
 - i. Supervisors annual Performance Evaluations
10. Comment card read aloud: positive review from library patron of Fine Free Juvenile items.

Dr. Kavita Gupta arrived at 6 p.m.

Mrs. Stephanie Sanderson-Braem arrived at 6 p.m.

B. Library Services Manager – Mrs. Jennie Purcell

1. Met with Remington & Vernick on October 17 regarding the mini-chiller project, the engineers that were hired to prepare the bid specs. They advised the project will take approximately 5 months once started; the Library will remain open during this work. The pre-bid meeting date was November 5, five companies attended for the walk through. All companies must submit bids online via the Cherry Hill Township website by November 20. This project must be completed by April 5, 2019, which is a very tight schedule.
2. Spoke with Steve Muscelli (DPW) and Lenore Rosner to obtain a snow plow for the Library. Library Facilities Manager Jim Stamer has his CDL and plowed for the past 16 years at his previous job. Steve welcomed the offer and asked that Jim also plow the Township building lots so DPW can focus on plowing Cherry Hill neighborhoods. More information to follow.
3. Currently working with time keeping company on the new sick leave law that went into effect October 29 in New Jersey. Every part-timer not in the union earns one hour of sick for every 30 hours worked, up to 40 hours earned per year.
4. Currently have open enrollment for health benefits for union members only. We are moving 18 union members that have our current health benefits to the plan our non-contractuals are using. This will help save approximately \$20,000 in the Library budget. The deductibles are higher along with a few other changes.
5. Working on getting staff ID badges at the police department for newer employees that do not have a Library ID.
6. Rahn Landscaping was here November 5 – 7 to start fall cleanup. They placed mums on the front property around the sign and around the flag pole.
7. Java City café changed their name to The Coffee Shop. Their contract expires Jan. 31, 2019. Reviewed specs with Township so they can post RFP (Request for Proposal) – five year contract.

8. Handicapped parking discussion: The Library has the correct number of spots per ADA requirements (8). Unfortunately these fill up quickly then library patrons spend long lengths of time here. We can add two more spots; Facilities Manager Jim can mark the spots and order signs. *Library Board agrees with adding more spots.*

C. PR & Marketing Coordinator – Ms. Suzanne Fox:

1. PR, Events and Other News:
 - a. True Crime Mini-Con was a big success – 120 in attendance.
 - b. Murder Mystery Night had almost 100 in attendance, people are already asking to register for next year.
 - c. Trick or Treat was a fun day for all staff. Two CH Police officers attended and handed out goodies.
 - d. November collections are for non-perishable food items for JFCS and Cherry Hill Food Pantry. Eyeglass donations are being accepted by Haddonfield Lions Club.
 - e. Art Gallery Exhibition:
 - i. November artist is Richard Bell whose photojournalist work features veterans. He will sell/sign his book at the Veterans Wall Reception on Sunday, November 18.
 - f. Coming up:
 - i. Veterans Wall Reception Sunday, Nov. 18 – over 250 veterans represented on wall behind stairwell. This has been a community effort including representatives from Township, Council, Cherry Hill West and the American Legion. Board members are invited to attend.
 - ii. Nailed It! Saturday, Nov. 17 – sold out event but spectators welcome.
 - iii. Holiday Movie Trivia Night, Tuesday, Dec. 18 – open to families; if successful other trivia nights will be planned.
 - iv. Monthly fundraising calendar (created with Meredith Meyer) to include previous events and added other event ideas.
2. E-Mail Marketing (Constant Contact):
 - a. November programs and events reviewed.
 - b. Mid-month newsletter broadcasting “Giving Tuesday” will go out next Tuesday, November 20.
3. CHPL Social Media – (event photographs remain very popular)
 - a. Posts with the highest Engagement in November reviewed on Facebook and Instagram.
4. Ongoing PR:
 - a. Nov 7 – *Cherry Hill Sun* took photos during Play-Doh Play Time
 - b. *Courier Post* ran an article about the upcoming Veterans Wall

D. Friends of the Library – Mr. Jim Gibson:

1. Library requests of \$12,351.51 (for two months) have been submitted for approval.
 - a. Requests from Library \$9,775.79
 - i. Furniture for Reference Dept. \$3,794.
 - ii. 3D Printer \$2,665.63
 - b. Meredith Meyer’s fund \$1,576.
 - i. Poster printer supplies \$1,076.
 - c. Tables for public areas \$999.72
2. Membership is at 565.
3. Book Sale November 7 – 10 was a success.
4. Future trips – Ellis Island and Philadelphia Flower Show being planned.
5. Friends Treasurer’s Report read by Mr. Walt Wedzielewski, Treasurer

RESOLUTION 2018-11-2
RESOLUTION TO ADOPT THE FY19 BUDGET

DISCUSSION: Two Board members arrived after vote so Resolution re-opened to allow these Board members to vote. All Board members received FY19 Budget proposal by email for their review prior to tonight's meeting.

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

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

New Business

A. None

Unfinished Business

A. None

Public Discussion

- A. Library patron and Cherry Hill resident Mrs. Yares asked if the Board considered proposal brought up at September Board Meeting requesting Library being open every Sunday. Board President responded: after analysis of current operations and revenues, no changes in Library hours will be made. Union contract dictates staff being paid time and a half on Sundays, plus operational expenses and utilities. Library surplus is down and opening Sundays will cost too much at this time.
1. Appropriations from changes in legislation allotting more funds to libraries would help although those funds would take a while to be dispersed.

Next phone meeting date: **Wednesday, December 12, 2018 at 11 a.m.** *Bill Pay Only (conference call)

Adjournment

MOTION: Moved by Mrs. Sanderson-Braem seconded by Dr. Gupta.

Unanimously approved

Meeting adjourned at 6:32 p.m.

Jennie Purcell
Board Clerk