

April 19, 2023

The Cherry Hill Public Library Board of Trustees Board 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 9, 2023, 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 April 5, 2023. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on April 5, 2023.

Mr. Simons called the meeting to order at 4:03 p.m.

The board secretary called the roll and those present were:

Present: Mr. Art Simons, Mrs. Mona Noyes, Mrs. Cathy Schwartz, Dr. Joseph Meloche, Mrs. Rhonda Shevrin, Mrs. Michele Golkow, Ms. Faith Hamilton

Absent: Mrs. Kathryn Judge, Ms. Susan Bass Levin

Others present were: Mrs. Laverne Mann, Library Director
Mrs. Jennie Purcell, Library Services Manager
Ms. Beth Cackowski, Youth Services Supervisor, Cherry Hill Library
Mrs. Jaclyn Harmon, Circulation Supervisor, Cherry Hill Library
Mrs. Tierney Miller, Reference Supervisor, Cherry Hill Library
Ms. Marlyn Kalitan, President, Friends of the Library

Ms. Faith Hamilton left the meeting at 4:18 p.m.

Minutes

Mr. Simons asked for a motion to approve the minutes of March 8, 2023 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; Dr. Joseph Meloche, Yes; Mrs. Rhonda Shevrin, Yes; Mrs. Michele Golkow, Yes

Abstention: Mrs. Cathy Schwartz

Motion Approved

RESOLUTION 2023-4-1 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; Mrs. Rhonda Shevrin, Yes; Mrs. Michele Golkow, Yes;

Motion Approved

RESOLUTION 2023-4-2
RESOLUTION TO CANCEL VARIOUS BALANCES FROM
THE LIBRARY'S BALANCE SHEET

DISCUSSION: There are small balances on various Library Trust Fund accounts. The circumstances creating these balances have been investigated and it has been determined that these balances should be cancelled. A detailed list of cancelled balances is on file in the Controller's Office.

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; Mrs. Rhonda Shevrin, Yes; Mrs. Michele Golkow, Yes;

Motion Approved

Ms. Faith Hamilton returned to the meeting at 4:23 p.m.

Administrators' Report

A. Director's Report – Ms. Laverne Mann

1. Library Updates:
 - a. The Cherry Hill Sun wrote an article on our How To Fest, which was part of NJ Makers' Day on Saturday, March 25.
 - b. Newest member of the Library's Board of Trustees, Ms. Faith Hamilton, visited CHPL (photo shared). She visited each of the Library departments and met the staff.
 - c. CNN Senior Legal Analyst Elie Honig was here on Sunday, March 5 to promote his new book. This was his third successful visit, and his second published book. Thank you to Elie for visiting us again, for the support of our Town Council members, including Council President David Fleisher who presented Elie with a proclamation. Special thanks to our board members in attendance (photo shared).
 - d. Statistics of recent Adult and Youth Services programs shared, and upcoming programs mentioned.
 - e. Ms. Mann welcomed CHPL supervisors to present their 2022 Annual Reports to the Board:

2022 Youth Services Overview - Ms. Beth Cackowski, Supervisor

1. Programs for Children:
 - a. Due to a high number of COVID cases, we were still doing a combination of virtual and in-person programs for the first two months of the year.
 - b. By March, all of our programs were moved to in-person or hybrid, with limited registration for social distancing.
 - c. Once the cold weather was over, we were able to do more story times, and other programs in the library's backyard, which allowed us to increase attendance.
 - d. In June we celebrated Pride month by hosting a hugely supported Drag Queen Story Time, and Pride Crafts.

e. We had more participation in Summer Reading in 2022 than the past two years, and were able to bring back two in-person Summer Reading Kick-Offs: Family Fort Night and Trucks!

f. In August we were able to return to offering some larger programs inside, like our popular live animal program. By October we were back inside with all story times, and bringing back large programs (with huge crowds) like Trick-or-Treat in the Library and Noon Year's Eve.

2. Programs for Teens:

a. Teen programs exploded in 2022.

b. Jasmine Riel strengthened our Teen Advisory Board (TAB) and enlisted members to offer more programs for teens.

c. We had several after-hours lock-ins including Teen Murder Mystery and Amazing Race.

d. Other programs offered included Teens Jeopardy, Dungeons & Dragons for Teens, Metal Stamping, Teens Draw-Off, Surprise Slideshow Night, Teen Crafter Hours, Open Mic Night, and Teens on Twitch.

e. Teen volunteer opportunities increased: shelf readers, program assistance, craft prep, and seed sorting.

3. Statistics from 2022 programs and attendance shared.

4. Biggest news of 2022: we said goodbye to two full-time Children's librarians, and welcomed two new ones:

a. Sharon Clarke came on board in May 2022. Her signature programs include Rhyme Time, Art Explorers, and Crafting Club.

b. Laura Shiber joined us in August 2022. Her signature programs include Story Time, Ukulele Club, and Tuesday Night Craft-o-Rama.

c. Both are amazing Children's librarians who are creative, wonderful with our patrons, and who have breathed new life into Youth Services. We are very fortunate to have found them.

2022 Circulation Overview - Mrs. Jaclyn Harmon, Supervisor

1. The Circulation Department checks materials in and out, shelves all returned items, manages hold requests, manages fines and fees, issues library cards and processes all interlibrary loan (ILL) requests. We provide excellent customer service in person, over the phone and by email.

2. Year End 2022 statistics:

a. 22,417 library card holders and 3,160 new members.

b. 255,269 library materials circulated, and 50,985 electronic materials.

c. Inter Library Loan (ILL): 1,173 items loaned, and 299 items borrowed from other libraries in NJ and around the country.

3. Circulation staff personally contacted 434 patrons who had items that were assumed lost on their record. Out of 1,928 assumed lost items, 1,652 items were returned or paid for! This resulted in \$28,547.50 worth of library materials paid for or returned to circulation. This process will continue.

4. Last April we held a Food for Fines event, and collected about 4 lbs. of food that was donated to the Cherry Hill Food Pantry. We offer this event yearly during National Library Week. One fine is removed for each food item donated.

5. September was Library Card Sign-Up Month; new members were entered into a raffle to receive \$25 gift cards donated by the Friends. During this event we welcomed 126 new adults and 49 new juvenile members. We renewed 277 adult memberships and 27 juvenile memberships.

6. We had one full-time staff member retire, and one part-time staff member leave for another job. Our new part-time and full-time staff members are doing really well.

7. In 2022, Circulation staff completed a total of 73 hours of professional development and training.

8. Monday Movie & Must Watch Documentary: nine movies per category were shown with 237 attendees on Mondays, and 146 attendees for documentaries. During the week of August 15-19 we held an Oscar Film Series. We showed the Oscar winner for best picture, and six other

nominated movies, as well as the winner for best documentary. Over 230 attended, over five days. We have an Oscar Movie marathon scheduled again this August.

9. Circulation staff assists at Library outreach events, and can make Library cards on site.

2022 Tech Services Overview – prepared by Ms. Betty Quinn, Supervisor (read by Mrs. Jaclyn Harmon)

1. Tech Services is responsible for ordering, processing, cataloging all library materials, and for maintaining the online catalog patrons use to order items. All circulating items are cataloged by Tech Services staff.
2. Not included in Ms. Quinn's report is her hard work making the patron side of our catalog aesthetically pleasing, and easier to search for library materials. She is the point person for KOHA upgrades, and works closely with them to work out problems.
3. Two KOHA upgrades were completed in December of 2022.
4. Tech Services Supervisor completed 99 hours of professional development, and Tech Services staff completed 67 hours of professional development.
5. Tech Services staff assists at Library outreach events.
6. In 2022 Tech Services cataloged and processed:
 - a. 7,330 print books,
 - b. 3,638 eBooks on Overdrive,
 - c. 2,436 audiobooks on Overdrive,
 - d. 141 music CDs
 - e. 309 AudioSpoken CDs
 - f. 344 DVDs
 - g. 135 Magazines
 - h. 18 Video games
 - i. 13 Databases
 - j. 186 puzzles
 - k. 10 Vinyl records
 - l. 1,055 donated items

2022 Adult Services Overview - Mrs. Tierney Miller, Supervisor

1. In 2022 the Adult Services department was back to pre-pandemic times in programs offered and attendance.
2. Year End 2022 statistics:
 - a. 635 adult programs offered, a 24% increase from the year before.
 - b. Total program attendance: 7,626 (23% increase). The vast majority were in-person. Some ESOL classes are still offered virtually, but otherwise we are in-person.
 - i. Our largest attended event was the Diwali Festival in October
 - c. 6,559 questions were answered at the Reference Desk (in-person, phone & email)
 - d. Group Study Rooms had 1,497 reservations due to opening up the policy to allow folks to take calls or zoom meetings in there.
 - e. 59 Librarian by Appointment sessions
 - f. Taught 70 computer classes which had 537 attendees.
 - g. Adult Services had 221.5 hours of professional development.
3. New in 2022:
 - a. Resource guides: Sustainability & Writers Guide
 - b. Library of Things Expansion: Added musical instrument library which had 11 items, and many more as of today, donation based. Added iPads for lending.
 - c. Added two new databases: Value Line Investments, and Mango Languages (replaced Rosetta Stone).
4. Outreach is comprised of off-site library events, community-based programs and festivals (both on- and off-site), and staff visits to organizations and businesses throughout the area.

- a. Largest on-site outreach event was our AAPI Heritage Month Festival with over 500 in attendance.
 - b. Largest off-site outreach event was Harvest Fest with 353 people reached.
 - c. New partnership with Mechanical Brewery for off-site library events had 125 in attendance over three events.
5. Grant from NJ Council of the Humanities Democracy Conversations Project Program Award: \$500.
6. Seed Library offered 558 varieties of seeds, filling 534 requests, leading to approx. 200,000 individual seeds distributed.
7. Added 626 titles to OverDrive (eBooks and eAudiobooks).
8. Adult Summer Reading program had 332 enrolled with 81% engagement, 2,147 books read, 685 books reviewed, and 589 activities completed.
 - a. Eight events offered with 272 total attendees.
9. Local businesses, nonprofits, agencies, and social service organizations who provided speakers, worked with us on outreach, or hosted information tables at the Library: 28 organizations total.
10. ESOL continues to thrive, eleven classes offered weekly, at various levels. We pair tutors with learners who cannot attend our classes, due to student schedules. These classes are all taught by volunteers. Yearly we offer a six-week class on Citizenship preparation.

Mr. Simons complimented all supervisors, and thanked them for making CHPL so fantastic.

Ms. Hamilton thanked the supervisors for bringing their great energy to the Library as well.

Ms. Kalitan thanked the supervisors for all they do at the Library, and they thanked her for Friends support.

B. Library Services Manager – Mrs. Jennie Purcell

1. We have a full-time Maintenance position open. We just hired a part-time Computer Lab position, who will start on Monday, April 24.
2. Our spring Flea Market on Saturday, April 29, rain date of Sunday, April 30 is sold out!
3. I worked the Candy Bingo fundraiser on Tuesday, April 4 during CHT public schools' spring break. This event raised \$960.
4. I worked the Friends Book Sale at the end of March.
5. On April 5, met with Zurich Insurance Group regarding property risk assessment for the Library. They went over all of our operations and will submit a report with suggestions for any potential risks. Ari Messinger (CHT) and Jim Stamer (CHPL Maintenance Supervisor) attended the meeting and did the walk-through.
6. Upgraded Attendance Enterprise, and supervisors were trained on March 15.
7. Processed payroll census online, which was due in May.
8. Patti Chacker (CHT Clerk) sent an email out to the Board of Trustees that the Financial Disclosure forms are due April 30. This is a mandatory deadline.
9. Meeting on April 25 with CHT Engineer and TWP rep to discuss the generator upgrade. We currently do not have a generator that can handle our building.
10. Landscapers started our irrigation system and did a spring cleanup with mulch. This is the last year of their contract.
11. Gently Used Jewelry Sale is Saturday, May 6 from 10 a.m. – 1 p.m. If enough is leftover there will be a Flash Sale on Monday evening, May 8.
12. New brick order and tree plaque order arrived. Jim Stamer, Maintenance Supervisor, will install in Friendship Grove.
13. Continuing with union negotiation information.

Mr. Simons asked for an update on the Capital List presented previously to the Board. Ms. Purcell replied it is slow going due to supply chain issues. Ms. Mann reported some items have been approved and installed, some have been approved and waiting to install, more items on the list to come.

C. Friends of the Library - Ms. Marlyn Kalitan:

- a. Friends Treasurer's Report prepared by Mr. Walter Wedzielewski, and read to the Board.
- b. The latest book sale (March 29 – April 2) made over \$17,000 total.

Unfinished Business

- A. None.

New Business

- A. Mr. Simons wishes the best of luck to Dr. Meloche in taking his new position in Media, PA, and thanked him for all he has done for Cherry Hill and for the Library. Dr. Meloche replied he will miss being a part of the Library Board of Trustees, but will remain in the area as a resident and Library advocate. All Board members voiced agreement, well wishes and thanks.
- B. Mr. Simons extended a personal welcome to Ms. Hamilton in joining the Board of Trustees.

Public Discussion

- A. Mrs. Ilana Yares, Cherry Hill resident states December 31, 2023 is a Sunday closure, and assumes the children's program, 'Noon Year's Eve' will take place on Saturday. She requests this event occurs on Sunday, opening the Library for a short time only. Ms. Yares voiced thanks to the Library for offering programs on Sundays for the Jewish community.

Next regular meeting date: **Wednesday, May 10, 2023 at 4 p.m. via Zoom.** After this meeting, the Jennie Purcell will take a poll to see if meetings will return to in-person or remain virtual.

Adjournment

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

Unanimously approved

Meeting adjourned at 4:58 p.m.

Jennie Purcell
Board Clerk