

May 10, 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 April 20, 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 26, 2023. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on April 26, 2023.

Mr. Simons called the meeting to order at 4:08 p.m.

The board secretary called the roll and those present were:

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

Absent: Mrs. Rhonda Shevrin, Ms. Susan Bass Levin

Other present were: Mrs. Laverne Mann, Library Director
Mrs. Jennie Purcell, Library Services Manager
Ms. Suzanne Fox, PR & Marketing, Cherry Hill Library
Ms. Marlyn Kalitan, President, Friends of the Library

Minutes

Mr. Simons asked for a motion to approve the minutes of April 19, 2023 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; Dr. Joseph Meloche, Yes; Mrs. Michele Golkow, Yes; Ms. Faith Hamilton, Yes;

Abstention: Mrs. Kathryn Judge

Motion Approved

RESOLUTION 2023-5-1 RESOLUTION AUTHORIZING PAYMENT OF BILLS

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Kathryn Judge, Yes; Mrs. Cathy Schwartz, Yes; Dr. Joseph Meloche, Yes; Mrs. Michele Golkow, Yes; Ms. Faith Hamilton, Yes

Motion Approved

**RESOLUTION 2023-5-2
RESOLUTION AUTHORIZING TRANSFERS OF APPROPRIATIONS**

DISCUSSION: Every year in May we look at projected expenses in the final budget months. We have to move some money around to pay bills, since some companies have unexpected increases.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Kathryn Judge, Yes;
Mrs. Cathy Schwartz, Yes; Dr. Joseph Meloche, Yes; Mrs. Michele Golkow, Yes;
Ms. Faith Hamilton, Yes

Motion Approved

**RESOLUTION 2023-5-3
RESOLUTION TO AUTHORIZE THE SECOND AND FINAL EXTENSION OF
CONTRACT FOR LAWN MAINTENANCE SERVICE AT THE CHERRY HILL TOWNSHIP
PUBLIC LIBRARY**

DISCUSSION: This is our final extension of the contract with TLC Landscaping. Our landscaping service will go out to bid next year.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Kathryn Judge, Yes;
Mrs. Cathy Schwartz, Yes; Dr. Joseph Meloche, Yes; Mrs. Michele Golkow, Yes;
Ms. Faith Hamilton, Yes

Motion Approved

**RESOLUTION 2023-5-4
RESOLUTION AUTHORIZING THE PURCHASE OF DIGITAL MEDIA FOR THE
CHERRY HILL TOWNSHIP PUBLIC LIBRARY**

DISCUSSION: Throughout the year we spent over the budgeted threshold for vendors listed in Resolutions 5-4 through 5-7. With the cost of contracted services increasing, we are reaching those thresholds faster than we have in the past. Resolution 5-4 applies to increases in Overdrive.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Kathryn Judge, Yes;
Mrs. Cathy Schwartz, Yes; Dr. Joseph Meloche, Yes; Mrs. Michele Golkow, Yes;
Ms. Faith Hamilton, Yes

Motion Approved

RESOLUTION 2023-5-5
RESOLUTION AUTHORIZING THE PURCHASE AND SUBSCRIPTION OF NEWSPAPERS
AND PERIODICALS FOR THE CHERRY HILL TOWNSHIP PUBLIC LIBRARY

DISCUSSION: This Resolution applies to an increase at Ebsco.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Kathryn Judge, Yes;
Mrs. Cathy Schwartz, Yes; Dr. Joseph Meloche, Yes; Mrs. Michele Golkow, Yes;
Ms. Faith Hamilton, Yes

Motion Approved

RESOLUTION 2023-5-6
RESOLUTION TO AWARD THE PURCHASE OF VARIOUS EQUIPMENT AND SUPPLIES
FOR THE CHERRY HILL PUBLIC LIBRARY

DISCUSSION: This Resolution applies to an increase at Home Depot.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Kathryn Judge, Yes;
Mrs. Cathy Schwartz, Yes; Dr. Joseph Meloche, Yes; Mrs. Michele Golkow, Yes;
Ms. Faith Hamilton, Yes

Motion Approved

RESOLUTION 2023-5-7
RESOLUTION TO AWARD THE PURCHASE OF VARIOUS EQUIPMENT, SUPPLIES, AND
DIGITAL MEDIA FOR THE CHERRY HILL PUBLIC LIBRARY

DISCUSSION: This Resolution applies to an increase at Amazon. Amazon often has better pricing than other vendors.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Mrs. Kathryn Judge, Yes;
Mrs. Cathy Schwartz, Yes; Dr. Joseph Meloche, Yes; Mrs. Michele Golkow, Yes;
Ms. Faith Hamilton, Yes

Motion Approved

Administrators' Report

A. Director's Report – Ms. Laverne Mann

1. Library Updates:
 - a. Library programs and content for April shared.
 - b. We are conducting another t-shirt design contest. This contest, with two age categories, runs until the end of May. Winning designs will be featured on t-shirts for sale.
 - c. We celebrated National Volunteer Week, to honor our volunteers at many different levels.
 - d. During National Library Week, Food for Fines forgave \$56.35 in fines, and collected 80 pounds of food which was donated to the JFCS Food Pantry in Cherry Hill.
 - e. Images from CHPL social media shared: T-shirt design contest, thank you to our volunteers for National Volunteer Week, Food for Fines, Gently Used Jewelry Sale, and We Were There Too: Jews in the American Revolution – an upcoming program for adults.
2. Youth Services Updates, some highlights include:
 - a. Largest program in April was Toddler Dance party, with 120 in attendance! The new ukulele program is so popular, two skill levels of classes are now offered.
 - b. Teen volunteer hours logged in April: 31.5
 - c. Three outreach/in-reach visits in past few weeks.
3. Adult Services Updates, some highlights include:
 - a. Love Songs of WWII had 47 in attendance; NJ Lighthouses program had 44 in attendance.
 - b. New computer class “How to Sell Your Unwanted Stuff Online,” had 15 in attendance.
 - c. Upcoming events, meetups, and classes listed.

B. Library Services Manager – Mrs. Jennie Purcell

1. We have a part-time Technology Assistant position open in the Computer Lab. Interviews are scheduled this week.
2. Our spring Flea Market scheduled Saturday, April 29 was cancelled due to the weather, as was the rain date. A few vendors donated their registration fee, others received refunds. The next Flea Market will be in October.
3. Worked the Gently Used Jewelry Sale on Saturday, May 6. There was a Flash Sale Monday, May 8 from 4:30 p.m. – 7:30 p.m. Total sales were \$4,875.
4. Working with ADP as we transition from Asure for our payroll company. There have been several web meetings to iron out the details.
5. Met with reps from Remington & Vernick, and Steve Musilli, CHT Engineering Director, on the generator and heat pump specs.
6. Did an ADA walkthrough on May 2 with Remington & Vernick. We have to adjust the weight on some doors, and provide a wheelchair-accessible computer for the public to search our catalog. Overall, we are in compliance; we will receive the detailed report shortly.
7. Building will be closed on Thursday, May 25 for IT to rebuild a case for our new switches for the new phones that will be ordered under our Capital list of projects. During this upgrade, the computers, WiFi and phones will not work, and they anticipate the project to take several hours.
8. Will be meeting with the Chief of Police and Erin Knoedler from the Township on May 11 to update our Meeting Room Policy.
9. Holiday Schedule change: Juneteenth will be observed Friday, June 16 (Library closure) rather than Monday, June 19. Township revised their schedule as well. Updated Holiday Schedule will be emailed to the Board.

Mr. Simons welcomed Ms. Fox back from her leave of absence. She will provide a report next month.

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

- a. Friends Treasurer's Report (prepared by Mr. Walter Wedzielewski) was read to the Board.

Unfinished Business

- A. None.

New Business

- A. None.

Public Discussion

- A. Mrs. Ilana Yares, Cherry Hill resident states:
 - a. Circulation procedure of charging late fees and then full price of book until the book is returned. When the book is returned all fines and fees are erased.
 - b. The Library had Thursday evening open hours pre-COVID, and she wants to know if hours will return to that schedule.
 - c. There was a large non-library event at the Library on April 29 and others in a group chat stated they felt uncomfortable with so many non-residents at the Library. She asked if future events can be looked at differently so residents and their children can feel comfortable at their library. She acknowledges the Library is a public building.
- B. Ms. Mann replied she can look into the Circulation procedure, and our Library hours are not scheduled to change at this time. The event on April 29 was a book publisher renting meeting space. We have been fielding responses to that event, and looking at our meeting room policy.
- C. Ms. Kalitan thanks the Youth Services Department for their wonderful programs, and for their assistance in guiding Ms. Kalitan's request to offer a similar program at another library.

Next regular meeting date: **Wednesday, June 21, 2023 at 4 p.m. via Zoom.**

Adjournment

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

Unanimously approved

Meeting adjourned at 4:31 p.m.

Jennie Purcell
Board Clerk