

July 19, 2023

The Cherry Hill Public Library Board of Trustees Board Secretary, Mrs. Kathryn Judge 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 June 22, 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 July 5, 2023. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on July 5, 2023.

Mrs. Judge called the meeting to order at 4:01 p.m.

Oath of Allegiance

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

The board secretary called the roll and those present were:

Present: Mrs. Mona Noyes, Mrs. Kathryn Judge, Mrs. Cathy Schwartz,
Mrs. Michele Golkow, Ms. Faith Hamilton, Mrs. Megan Langman

Absent: Mr. Art Simons, Ms. Susan Bass Levin, Mrs. Rhonda Shevrin,

Other present were: Mrs. Jennie Purcell, Library Services Manager
Ms. Marlyn Kalitan, President, Friends of the Library

Minutes

Mrs. Judge asked for a motion to approve the minutes of June 21, 2023 board meeting as there were no questions or changes.

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

All in Favor: Mrs. Mona Noyes, Yes; Mrs. Kathryn Judge, Yes; Mrs. Cathy Schwartz, Yes;
Ms. Faith Hamilton, Yes; Mrs. Megan Langman, Yes

Abstention: Mrs. Michele Golkow

Motion Approved

RESOLUTION 2023-7-1 RESOLUTION AUTHORIZING PAYMENT OF BILLS

MOTION: Moved by Mrs. Noyes, seconded by Mrs. Golkow.

All in Favor: Mrs. Mona Noyes, Yes; Mrs. Kathryn Judge, Yes; Mrs. Cathy Schwartz, Yes;
Mrs. Michele Golkow, Yes; Ms. Faith Hamilton, Yes; Mrs. Megan Langman, Yes

Motion Approved

RESOLUTION 2023-7-2
RESOLUTION ADOPTING THE FISCAL YEAR 2024 TEMPORARY BUDGET

DISCUSSION: Temporary budget incorporates four months of salaries, expenses, and operating fees, until the full budget is approved by Township and Board of Trustees. This temporary budget is close to what we requested last year, building in some rising costs.

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

All in Favor: Mrs. Mona Noyes, Yes; Mrs. Kathryn Judge, Yes; Mrs. Cathy Schwartz, Yes;
Mrs. Michele Golkow, Yes; Ms. Faith Hamilton, Yes; Mrs. Megan Langman, Yes

Motion Approved

Administrators' Report

A. Director's Report – prepared by Ms. Laverne Mann, emailed to Board

1. Summer Reading program runs June 24 through August 20.
 - a. Adults, Teens, Kids levels, prizes and programs for all.
 - b. Summer Reading events booklet has been printed and distributed, with updates and re-prints as time passes.
 - i. Youth Services Summer Reading scavenger hunt had 100 participants in June (continues through July).
 - ii. Youth Services offering outdoor story times every Tuesday, Thursday and Friday, weather permitting.
2. Youth Services Updates, some June highlights include:
 - a. June Take and Make craft (squid craft) had 200 participants.
 - b. Rainbow Story Time had 32 in attendance.
 - c. Teen volunteer hours logged in June: 128
 - d. Two outreach/in-reach visits in June reached over 160 children.
3. Adult Services Updates, some June highlights include:
 - a. Three yoga classes offered in June had an average of 33 attendees at each.
 - b. Five CHPL computer classes offered in June, plus our partnership LEAP class.
 - i. A presentation on artificial intelligence had 32 in attendance.
 - c. On June 27, we partnered with JFCS, Cherry Hill Human Relations Advisory Committee, and the Friends for a film screening and discussion of *Take Me to Prom* - 32 were in attendance.
4. Upcoming events, meetups, and classes listed.

B. Library Services Manager – Mrs. Jennie Purcell

1. Interviewed and hired a Pool Librarian. Interview scheduled this week for another Pool Librarian.
2. Worked on temporary budget with Township, and finishing fiscal year-end projects.

3. RMC installed approximately 750 LED lights throughout the building. PSE&G will be inspecting.
4. Helped at the Friends Book Sale July 12 – 15.
5. Delayed the payroll conversion to ADP. We are still in the testing phase, and they need to work on their calculations.
6. Scheduled a service call on July 25 for the Conference Center dividing wall.
7. Our air conditioning had a failure on July 5 due to severe storms in the area. Maintenance Supervisor Jim Stamer tried everything internally to fix it, but we had to close the building for the day and place a service call. Temperature in the building was close to 90°. They were able to work around the problem to get the air running. The system will need to be fixed correctly.

C. PR & Marketing Coordinator – prepared by Ms. Suzanne Fox, emailed to Board:

1. E-Mail Marketing (Constant Contact):
 - a. 7 emails were sent including Book Sale info, Summer Reading info, and more.
 - b. Total contacts in database is 14,697; added 162 new contacts.
2. CHPL Social Media
 - a. Facebook: 5,640 followers (up 75 followers)
 - b. Instagram – CHPLNJ: 3,533 followers (up 50 followers);
 - c. Instagram – CHPLTeens: 1,194 followers (up 6 followers)
 - d. Twitter: 1,834 followers (up 4 followers)
 - e. TikTok (main account): 969 followers
 - f. TikTok Teen account: 1,074 followers
 - g. LinkedIn: 199 followers (up 4 followers)
 - h. Main YouTube: 202 subscribers
 - i. YS YouTube: 149 subscribers
 - j. CHPL Teens You Tube: 87 subscribers
 - k. BIG NEWS: CHPL is now on Threads – the new Instagram/Meta app! Make sure you follow us @chplnj.
3. Some highlights:
 - a. The last week was busy promoting the Book Sale. I helped each day, and stayed late Wednesday and Thursday nights for the after-work shoppers.
 - b. I helped with the Pride Month “Take Me to Prom” event the evening of June 27. We had great attendance. Reps from JFCS were there, including the Executive Director Rachael Hammer. Council President Dave Fleisher also made an appearance (photo shared). I coordinated with the Cherry Hill Sun to have coverage of the event; they wrote a great article about the event.
 - c. The Cherry Hill Neighbors magazine is a new monthly print publication. I email with their content editor to have our programs included.
 - d. I put together the layout for the Township/Recreation fall season print magazine.
 - e. I updated the Summer Reading booklet to remove past events and add upcoming Fall Fundraisers.
 - f. I continue to update our social media accounts and website, keeping information current on the homepage and the Events calendar.
 - g. In July we are collecting pet supplies/donations for the Voorhees Animal Orphanage. They need towels, bedding, food/treats, cleaning supplies, and other pet products.
 - h. As professional development in June, I watched two webinars from Constant Contact: New Event Marketing Features, and Event Marketing Strategies for Building Lasting Connections.

- i. I connected with the JFCS Food Pantry. They are running low in personal care items. We will host a lobby collection in October to benefit them.
- j. I have been trying to take photographs at Summer Reading programs. I took photos at the Teen Crafternoon pressed flower lantern program, and outdoor Rhyme Time (photos shared).
- k. I messaged whole Library asking for photos of staff reading. I posted a few on social media, and have more lined up to post (photos of staff reading shared). Gina Winters from the Cherry Hill Board of Education emailed to say she will get some Board members to send pictures of themselves reading. If our Board would like to participate too, that would be great!
- l. Along with Children’s Librarian Laura Shiber, and our Board President, Art Simons, I helped judge our t-shirt contest submissions. We will have the merchandise available soon for purchase.

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

1. Friends Treasurer’s Report (prepared by Mr. Walter Wedzielewski) was read to the Board.
2. July 12 – 15, 2023 was the second highest grossing book sale: \$18,287.50 raised.
 - i. Thank you to Library staff for all of their hard work in coordinating and setting up the book sale.
3. The Library accepts book donations year-round. Please remember the Library when clearing out your book shelves, especially children’s books.
4. Township has been doing a great job promoting the Friends of the Library: the benefit of joining the Friends, and what the Friends do for the Library.

Board Member Ms. Golkow stated, at the next Town Council meeting, she will mention the importance of book donations to the Library, and joining the Friends of the Library.

Unfinished Business

- A. None.

New Business

- A. None.

Public Discussion

- A. Mrs. Ilana Yares, Cherry Hill resident said thank you for Sunday programs & for evening programs so the people in her religious network can attend more programs.

Next regular meeting date: **Wednesday, August 9, 2023 at 4 p.m. via Zoom (bill pay only).**

Adjournment

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

Unanimously approved

Meeting adjourned at 4:19 p.m.

Jennie Purcell
Board Clerk