

May 13, 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 April 8, 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 April 29, 2020. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on April 29, 2020.

Mr. Simons called the video conference (Zoom) meeting to order at 11:08 a.m.

The board secretary called the roll and those present via conference call were:

Present: Mr. Art Simons, Mrs. Mona Noyes, Mrs. Cathy Schwartz, Ms. Susan Bass Levin, Esq., Dr. Joseph Meloche, Mrs. Kathryn Judge, Mrs. Rhonda Shevrin

Absent: Dr. Kavita Gupta, Ms. Carole Roskoph

Other present were: Mrs. Laverne, Mann, Director  
Mrs. Jennie Purcell, Board Secretary

### **Minutes**

Mr. Simons asked for a motion to approve the minutes of April 7, 2020 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; Ms. Susan Bass Levin, Yes;  
Mrs. Cathy Schwartz, Yes; Dr. Joseph Meloche, Yes; Mrs. Kathryn Judge, Yes;  
Mrs. Rhonda Shevrin, Yes

Motion Approved

### **RESOLUTION 2020-5-1 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; Ms. Susan Bass Levin, Yes;  
Mrs. Cathy Schwartz, Yes; Dr. Joseph Meloche, Yes; Mrs. Kathryn Judge, Yes;  
Mrs. Rhonda Shevrin, Yes

Motion Approved

**RESOLUTION 2020-5-2**  
**RESOLUTION APPROVING TRANSFER OF APPROPRIATIONS**

DISCUSSION: Similar transfers occur at the end of every budget year; this year transfers include shifting from salary lines to unemployment lines and shifting book purchase amounts to online resources.

MOTION: Moved by Dr. Meloche 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. Joseph Meloche, Yes; Mrs. Kathryn Judge, Yes;  
Mrs. Rhonda Shevrin, Yes

Motion Approved

Board President stated the Board is extremely impressed with Administrative reports submitted by the Library Director and the Library Services Manager detailing library actions taking place since closure.

Ms. Carole Roskoph entered Zoom meeting at 11:20 a.m.

**Administrators' Report**

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

**Updates/Additions to Cherry Hill Public Library Policies (May 2020):**

1. Due to the pandemic, current library policies are being updated to handle social distancing, remote working conditions, patron behaviors, and the Stay at Home Executive Order from the Governor.
2. These policies can be changed at any time depending on the New Jersey State, Cherry Hill Township, and local health guidance.
3. **Meeting Room:** the library's meeting rooms are closed until further notice.
4. **Computer Use:** only 50% of computers will be available to the public to allow for social distancing and patrons will be limited to 30 minutes. This applies to patrons with a library card and with a guest pass. Library WiFi is available to the parking areas for patrons to use without a password.
5. **Employee Dress and Leave:** employees may be required to wear personal protective masks while performing duties for the library as part of their uniform.
6. **Limiting the Number of Individuals in the Library at Any One Time:** the Library will abide by New Jersey Executive Orders and work with County Health Officials to determine the maximum number of individuals that safely can be in the library at any given time, and if additional precautions are mandatory. That figure will include staff as well as the public.
  - i. Staff is preparing for a metered access approach depending on guidelines on how many people can gather based on recommended limits.
7. **Patron Behavior:** library patrons are asked to wear a face covering in the building.
8. **Quarantining Deliveries and Items Returned by the Public:** the library will quarantine library materials for these suggested periods of time based on the type of item includes:
  - i. 72 hours for paper-based items.
  - ii. 72 hours for CDs, DVDs, plastic-covered books, courier totes, and bins.
9. **Curbside pick-up of library materials:** CHPL may institute a contactless curbside pickup of library materials while the library remains closed to the public and under limited staffing.

10. A staggered approach to a return to work as health mandates are eased by the Governor's Office.

**BOARD VOTE ON CHPL REOPEN POLICIES** (as listed above):

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

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

Motion Approved

***B. Library Services Manager – Mrs. Jennie Purcell***

1. Processing payroll every other week.
2. Picking up post office mail daily.
3. Bank deposits for Circ/Ref/YS cash draw, meeting room checks, donations and health insurance premium checks from employees.
4. Filling out unemployment and mailing at post office.
5. Preparing POs for bills and obtaining PO signatures.
6. Board meeting notice to board members.
7. Preparing PO requests for Betty, Jim & Beth.
8. Answering furloughed employee questions regarding unemployment.
9. Submitted our Nondiscrimination Testing Results to Benefits Express for our FSA (Flexible Spending Accounts).
10. Payroll Law webinar on 4/21/20.
11. Spoke to union regarding union dues deductions.
12. Budget line transfers.
13. Cancelling POs for May programs.
14. Prepared part-time staff reviews.
15. Clocking in 20 employees and putting COVID as the reason for missed punches.
16. Eight zoom meetings.
17. Maintenance staffing updates.
18. Emailed full time staff open enrollment for health benefits information. Worked with IT to allow furloughed employees access to their email for this information. Answered staff questions and made calculations as requested, comparing different plans. Submitted all health benefit information to Township on 5/22/20.

**Public Comment**

- A. Mrs. Yares, a resident of Cherry Hill emailed to thank the Library for online programming, expanded online digital check outs and virtual storytimes. Her questions regarding library reopening include: how to check-in nontraditional items like American Girl dolls, how to borrow museum passes, offering grace period for immunosuppressed patrons to come at less busy times for returns, will new fiscal budget be affected by lost income during pandemic, will library hours be shortened as a result of fiscal budget changes, can the library allow patrons to login during next conference call?
  1. Mrs. Yares will receive a personal email response to her questions.

Next meeting date: **Wednesday, June 10, 2020 video conference call at 11 a.m.**

\* Mr. Art Simons asked that everyone be flexible with the date and time as best they can.

**Adjournment**

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

Unanimously approved

Meeting adjourned at 11:50 a.m.

Jennie Purcell  
Board Clerk