

August 12, 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 July 23, 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 July 29, 2020. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on July 29, 2020.

Mr. Simons called the video conference (Zoom) meeting to order at 11:05 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, Dr. Joseph Meloche, Mrs. Kathryn Judge, Mrs. Rhonda Shevrin

Absent: Ms. Susan Bass Levin, Esq., Dr. Kavita Gupta, Ms. Carole Roskoph

Other present were: Mrs. Laverne Mann, Library Director  
Mrs. Jennie Purcell, Board Secretary  
Mr. Jim Gibson, President, Friends of the Library

### Minutes

Mr. Simons asked for a motion to approve the minutes of July 22, 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; Mrs. Cathy Schwartz, Yes; Dr. Joseph Meloche, Yes; Mrs. Kathryn Judge, Yes; Mrs. Rhonda Shevrin, Yes

Motion Approved

### **RESOLUTION 2020-8-1 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. Kathryn Judge, Yes; Mrs. Rhonda Shevrin, Yes

Motion Approved

### Administrators' Report

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

- a. Library staffing will be affected by public schools going to remote education in September. Family First Coronavirus Response Act gives certain workers access to paid leave to care for their children at home, due to coronavirus. Of eight full-time librarians, two children's librarians will take twelve straight weeks of the Family First leave, starting in September. Other staff with school age children can potentially take leave as well. Remaining staff will fill in, but gaps in staffing will affect library programs and services being offered.
- b. Library building opened to the public on Monday, July 13.
  - i. Current hours are Monday – Saturday from 10 a.m. – 4 p.m., and Wednesday evenings until 8 p.m.
  - ii. Phased reopen plan: 50 people maximum, 30 minute limit for patrons.
  - iii. Library patrons have not complained about reduced hours, but they have voiced concerns about 30 minute limit. Since our capacity is limited, we have 30 minute limits to allow everyone a chance to come to the library. This will be reevaluated periodically at state guidelines change.
- c. Contactless pickup July 15 – August 5: 559 appointments. The Library has 26,734 active members and 95 new members.
- d. In July, 13,402 library items were checked out.
- e. **Youth Services updates:**
  - i. Popular virtual events this summer include Fairy Tale STEM on July 13 with 44 attendees; ongoing Virtual Story Time averages 16 attendees; Summer Stories averages 19 attendees; Take & Make crafts average 42 attendees per craft.
  - ii. Almost all YS staff have returned to work in the building, staffing the YS desk, providing check-outs, reader's advisory service and computer assistance, shelving materials out of quarantine, and pulling holds. An hour is spent each morning and after 4 p.m. disinfecting the department by cleaning computers, tabletops, carts and other high-touch surfaces.
  - iii. Summer Reading programs are in full swing. We spend time with patrons on the phone to help log their reading and have distributed weekly prizes for teens. The children's End of Summer Prize Baskets are on display behind the Youth Services Desk.
  - iv. With any downtime in the department, staff have been weeding our collections. Since the Friends of the Library are unable to take our discards that are in good shape to sell at the book sale, we have been weeding for condition (torn pages, broken spines, water damage and other staining). We are thrilled to have the time to finally be removing these books to freshen up the collection and make room for new books.
- f. **Adult Services updates:**
  - i. Virtual Adult Story Time has been popular, each session averaging 19 views on YouTube and 122 views on Instagram.
  - ii. Many Adult Virtual Programs are being offered. Some highlights include:
    1. Upcoming New York Times Bestselling author, Robert Kolker virtual book talk on August 24, to discuss his nonfiction book, "Hidden Valley Road."
    2. Tai Chi averaging 35 per class.
    3. Cutting the Cable Cord – 36 attendees.
    4. Virtual Discussion on Memoir Writing with Carol Harkavy & Stefani Milan – 29 attendees + 48 later YouTube views.
    5. Virtual Meet the Author Ann Napolitano – 37 attendees.
    6. Virtual Preview: A Musical Fairy Tale – 274 YouTube views/182 Instagram views.
    7. Fairy Tales Around the World – 43 attendees.
    8. ESL classes and book clubs continue to meet online.
    9. Emails through [chplref@chplnj.org](mailto:chplref@chplnj.org) from July 15 – August 5: 37 patrons assisted.
- g. **Summer Reading** statistics to date:
  - i. Kids registration: 389

- ii. Teens registration: 137
- iii. Adult registration: 295
- iv. Elementary school competition continues with Kingston in the lead - as of this meeting time.
- h. **Online circulation** in July is 6,400 checkouts from electronic resources Hoopla, Overdrive & RB Digital.

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

- a. Worked the doors our first Saturday open, July 25. It was steady, a lot of families came in for new library cards.
- b. We had our annual fire alarm inspection on August 3. We passed inspection.
- c. Resuming the pest control services now that we are open.
- d. Requesting three quotes on chiller annual maintenance contract. Township will be doing the same.
- e. A new security card access point was added to the Administration office door on August 4. Maintenance will build a counter and put glass in so that we can service patrons for notaries and any registration of programs on future fundraisers more securely. This will help maintain distancing by library patrons with Admin staff, and secure the Admin office when funds are being collected and counted.
- f. With the recent tropical storm Isaias, we had rain water enter the building through a few windows. Jim Stamer, maintenance supervisor will purchase a sealant to help resolve the problem, and continue to monitor troublesome areas.
- g. Sent COVID-19 benefits information to staff for federal and NJ laws if they wish to utilize. Staff taking advantage of the Family First Coronavirus Response Act will remain on our payroll at 2/3 pay for this 12 week leave of absence.
- h. Maintenance continues to sanitize all high-touch areas and handle constant cleaning.
- i. Continue to meet with staff that are returning from furlough regarding our updated policies.
- j. DPW and our maintenance supervisor walked the property and found the Library has 16 – 20 diseased trees that need to be removed. DPW will put in for a permit to tag then later remove the trees. Those near PSE&G power lines will be trimmed back by PSE&G then DPW will remove the trees. We can plant new trees next fall if budget allows and property looks bare.

**C. Friends Report – Mr. Jim Gibson**

- a. It's been a quiet summer and funds are dwindling since there are no book sales or trips to generate income. Library requests are still being fulfilled. We will consider spot sales of books when the weather improves, after discussing logistics with Friends volunteers.
- b. Ms. Mann offered library staff to assist when dates/locations are selected. She also suggests offering an early hour of 65+ shopping, for the safety of senior citizens. The Library receives multiple emails and phone calls asking when we will accept donations again.
  - i. Mr. Gibson will reinstate the volunteers when it is deemed safe for them to be in the building working together.

**Unfinished Business**

- A. None.

**New Business – Ms. Jennie Purcell**

- A. From April through June this year, staff was unable to use vacation and holiday time due to closure and furloughs; every January staff time banks are replenished for the calendar year. Request the Board of Trustees approve employee vacation/comp holiday time carryover to be extended through 7/31/21 instead of the usual expiration on 3/31/21. Personal time will still expire at the end of the year (12/31/20) and sick time will carry over with no limit, as usual. This extension will relieve pressure to use up paid time off in a compressed time period. Board approved.

### **Public Discussion**

- A. Mrs. Yares, a resident of Cherry Hill complimented library staff and Board of Trustees for a great job.

Next meeting date: **Wednesday, September 9, 2020 video conference call at 4 p.m. via Zoom.**

### **Adjournment**

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

Unanimously approved

Meeting adjourned at 11:33 a.m.

Jennie Purcell  
Board Clerk