

February 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 January 9, 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 January 29, 2020. Notice was also e-mailed to the Courier Post, Philadelphia Inquirer, the Sun & the Patch on January 29, 2020.

Mr. Simons called the meeting to order at 5:45 p.m.

### **Oath of Allegiance**

Oath of Allegiance was administered to Ms. Carole Roskoph to begin her tenure on Cherry Hill Public Library Board of Trustees.

The board secretary called the roll and those present were:

Present: Mr. Art Simons, Ms. Susan Bass Levin, Esq. Mrs. Kathryn Judge, Ms. Carole Roskoph

Via phone: Mrs. Mona Noyes

Absent: Mrs. Cathy Schwartz, Dr. Joseph Meloche, Dr. Kavita Gupta

Other present were: Mrs. Laverne Mann, Library Director  
Mrs. Tierney Miller, Reference & Adult Services Supervisor, Cherry Hill Library  
Ms. Elizabeth Quinn, Technical Services Supervisor, Cherry Hill Library  
Ms. Beth Cackowski, Youth Services Supervisor, Cherry Hill Library  
Mrs. Valerie Carita, Executive Assistant, Cherry Hill Library  
Mr. Jim Gibson, President, Friends of the Library  
Mr. Walt Wedzielewski, Treasurer, Friends of the Library

### **Minutes**

Mr. Simons asked for a motion to approve the minutes of January 8, 2020 board meeting as there were no questions or changes.

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

All in Favor: Mr. Art Simons, Yes; Mrs. Mona Noyes, Yes; Ms. Susan Bass Levin, Yes;  
Mrs. Kathryn Judge, Yes; Ms. Carole Roskoph, Yes;

Motion Approved

## **RESOLUTION 2020-2-1 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; Ms. Susan Bass Levin, Yes;  
Mrs. Kathryn Judge, Yes;

Abstention: Ms. Carole Roskoph

Motion Approved

Dr. Kavita Gupta arrived at 5:50 p.m.

Dr. Joseph Meloche arrived at 5:51 p.m.

### **Administrators' Report**

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

1. CHPL Annual Report was sent to the Board of Trustees, providing highlights of 2019 and statistics comparing 2019 to 2018; the report is also available on CHPL website and social media. Ms. Mann is extremely proud of what CHPL is able to do with the funding it receives.

#### **Special presentation on Technical Services Department - Ms. Elizabeth Quinn, Supervisor**

1. Tech Services is responsible for ordering, processing, cataloging all library items, and for maintaining the online catalog patrons use to order items. All circulating items are cataloged by Tech Services.
2. Statistics of items Tech Services has cataloged were provided.
3. Tech Services manages electronic records in Koha, our integrated library system (ILS). This ILS is maintained with assistance by the vendor Bywater.
  - a. Koha upgrade 18.11 in December.
  - b. Increasing our Hoopla monthly budget and reducing checkouts to 4 per patron has helped immensely. The daily cap is much higher and patrons' frustrations with being unable to check out Hoopla items is reduced.
4. Tech Services had a great 2019 due to great staff. They cover the department during staff shortages, they volunteer at Library events, and they cover the Circulation Desk and Youth Services Desk when needed. They attend staff development and webinars to continue to stay current on library trends.
  - a. Three library assistants from this department have pursued a MLS degree. I am very proud of their personal accomplishments and their professional contributions to the Library.

#### **Special presentation on Reference Department - Mrs. Tierney Miller, Supervisor**

1. Statistics provided on programs offered and their attendance; significant increases in 2019.
2. Some significant changes include: Visitor pass fees eliminated for non-cardholders, Group Study Room Policy simplified, Print release station and wireless printing services added; Creative Bug crafting online tutorial service added to our website.
3. Extremely popular ESL classes are offered seven times per week at CHPL: all provided by volunteers trained by CHPL staff, and managed by Librarian Elby Wang.
  - a. ESL Book Club, Citizenship Preparation both added to our ESL offerings.
  - b. NJLA Library Service Award to Elby Wang and ESL Program Volunteers
  - c. Proclamation from Mayor and Township Council

4. Hoopla, Overdrive and RB Digital increased again this year. CHPL Website improvements in font size, headers and graphics were adjusted, and content added throughout the year by Librarian Jasmine Riel.

5. New pages on our website include Census 2020 Jobs, Mental Health Resource Guide, Resources for Homeschoolers, 1000 Books Before Kindergarten, Multilingual (Spanish & Chinese) Library Card Application and more.

6. Museum pass program (19 offered) continues to be popular. Library Insight program allows patrons to reserve some passes in advance. Thank you to the generosity of the CHPL Friends for supporting these programs.

7. Our Seed Library will return this spring; number of requests and number of seeds increased in 2019.

8. Summer Reading had an increase in adults registered and books logged and will continue for adults in 2020.

9. One Book, One Cherry Hill returned in 2019, highlighting Darnell L. Moore's *No Ashes in the Fire* due to a generous grant from the NJ Council for the Humanities, and with additional funds from the Friends of CHPL.

10. Music events continue to be very popular, 16 were offered in 2019 with 1,148 total attendees.

11. Our Library of Things continues to increase. Offerings include: cassette to CD converter, Tool Library, mobile scanner, portable chargers, Bee Bot (Youth Services), portable projector, gardening tool kit.

12. Twenty-five community partnerships were established, to promote local businesses, organizations and anchor the Library as a central hub in the region.

13. Four grants were awarded in Reference Department in 2019; two additional grants are pending.

### **Special presentation on Youth Services Department - Ms. Beth Cackowski, Supervisor**

1. 2019 was another stellar year in Youth Services. The focus was on providing more STEAM programs and opportunities for children to learn creativity, entrepreneurship, and wellness. Some featured programs and events include:

- a. 1,000 Books Before Kindergarten – continues to grow in popularity and participation.
- b. Teen Volunteering – based on feedback from students and parents, volunteer opportunities now give teens more flexible options and variety.
- c. Children's Space – added Character Corner after teaming with Cherry Hill Zone PTA Character Education Committee
- d. Teen Space – revamped their area based on their feedback to reclaim their space.
- e. Foreign Language for Babies and Children – offered four foreign languages during story times: Mandarin, Cantonese, French and Russian. The latter two will continue in 2020.

2. We had a 14% increase in children's programming, breakdown and statistics provided. Teen programming increased by 3.5%, breakdown and statistics provided.

3. 44 school visits reaching 3,357 students,

4. 61 community partners at 90 events,

5. Summer Reading had 1,474 participants ages 0 – 18 yrs.,

6. Offered 45 cross-departmental programs,

7. Presentations, Awards and Accolades:

- a. Librarian Candace Worrell presented at NJLA annual conference: *Libraries for All: Inclusive Library Services for Children with Disabilities and Their Families.*
- b. Librarian/Supervisor Beth Cackowski presented at Youth Services Forum: *Non-Traditional Lendable Items.*

8. Grants Applied for:

- a. New Jersey mini Maker Day Grant – Maker day To Go kits.
- b. Miss Rumphius Award – Pop Up STEM Lab

c. NJ STEM Month – Leap Into Science Family Workshop

**C. *Friends of the Library* – Mr. Jim Gibson and Mr. Walt Wedzielewski**

1. Library requests totaling \$2,202.94 have been submitted for approval for February.
2. Membership is at 653.
3. The next Book Sale will be March 25 (members' early access) through 28.
4. Future trips:
  - a. Philadelphia Flower Show bus trip on March 4 – space is still available.
  - b. Barnes Foundation in late spring.
5. Friends Treasurer's Report read by Mr. Walt Wedzielewski.

**Unfinished Business**

A. None.

**New Business**

A. None.

**Public Discussion**

- A. Mrs. Yares, a resident of Cherry Hill thanked the Library for Home School Hangout in the youth Services Department. She participated with one of her children and they really enjoyed it.

Next regular meeting date: **Wednesday, March 11, 2020 at 5:45 p.m.**

**Adjournment**

MOTION: Moved by Dr. Meloche seconded by Ms. Roskoph.

Unanimously approved

Meeting adjourned at 6:17 p.m.

Jennie Purcell  
Board Clerk