

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES
January 10, 2008 – 7:30 pm
Tom Gambino Program Room, Cranbury Public Library

1. CALL TO ORDER & INTRODUCTION OF OFFICERS at 7:42 pm

Frank Brennan, Jr., President

Hal Rourke, Vice-President

Patricia Thomsson, Treasurer

Kathy Easton, Secretary

Kirstie Venanzi, Trustee

Kim Borden, Trustee

Julie Hardaker, Chief School Administrator and FCPL Representative - *absent*

Pam Parseghian, Mayor's Representative - *absent*

Also present:

Marilynn Mullen, Director

Betram Busch, Esq.

2. ANNOUNCEMENT OF COMPLIANCE WITH PUBLIC MEETINGS ACT

Pursuant to Section 5 of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Library Director as follows: On December 3, 2007, a notice for all scheduled 2008 meetings was sent to the Cranbury Press, Home News Tribune, and Township Clerk and posted in the Public Library.

3. ELECTION OF OFFICERS AND OATH OF OFFICE:

1. **ACTION:** *Motion by Kim Borden to elect the slate of officers presented by Hal Rourke as follows: President-Frank Brennan, Jr.; Vice-President-Hal Rourke; Treasurer-Patty Thomsson; Secretary-Kathy Easton. Patty seconded the motion. The slate of officers was elected unanimously.*

2. Frank Brennan, Jr., re-appointed to a new term as trustee by the mayor, took the oath of allegiance and oath of office before Bertram Busch, Esq. Marilynn will file the signed oath with the Township Clerk, Kathy Cunningham, and retain a copy in the library file.

4. APPROVAL OF MINUTES for December 2007

Moved by: Hal Seconded by: Kim Approved

5. TREASURER'S REPORT for December 2007 - attached

A. Action on Bills List - *Moved by: Patty Seconded by: Kathy
Approved to pay*

B. Budget and Operating Status as of 12/31/07 – Patty Thomsson

1. Patty recommends encumbering \$3600 for Karen Avenick's 2007 contract and that she be paid the first installment of \$1200 at the earliest possible date. The Board was in agreement; Marilynn will implement.

2. All of the reports within the December Treasurer's Report are satisfactory according to Patty and she commended Marilyn on her preparation of the Treasurer's Report.

- 6. DIRECTOR, YSL & LA SUPERVISOR REPORTS:** Marilyn Mullen—attached
- A. The comparative statistics report has some errors.
 - B. Doug Baldwin, new Tech Svcs. Librarian, will hopefully attend the next board meeting and become a regular attendee.
 - C. Board minutes over seven years old and the large movie reels now located in the Director's office will be archived at the History Center.

7. TECHNOLOGY REPORT: Douglas Baldwin – no report

- 8. PRESIDENT'S REPORT:** Frank Brennan
- A. Calendar of Events – Frank will work with Marilyn to improve the format and organize by committee. Marilyn will alert the staff about the annual staff appreciation dinner scheduled for Monday, January 21st.
 - B. Committee chairs for 2008 – current committee chairs (in bold) will continue:
Personnel: **Kathy**, Kim, Hal
Finance: **Patty**, Hal
Policy and Planning: **Julie**, Kirstie, Frank
Nomination: **Hal**, Kim, Frank
Facilities Development: **Kirstie**, Patty, Kim, Kathy

9. REPRESENTATIVE'S REPORTS –

- A. Mayor's Rep: Pam Parseghian – no report
- B. Chief School Administrator's Rep: Julie Hardaker – no report

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Chair – Kathy Easton
 1. The committee will be meeting soon to work on salary recommendations for 2008.
 2. Director initiatives/goals will be prepared for Board approval and delivery to Marilyn in March. Board members were encouraged to submit ideas to Kathy via email.
- B. Finance Committee: Chair – Patty Thomsson
 1. *ACTION: Patty moved that the 2008 Budget (copy attached) be approved Secoded by: Hal Approved unanimously*
Budget will be sent to the Township.
 2. Patty hopes to receive an IRS audit status report from Greg DellaPia by February.
- C. Policy and Planning Committee: Chair – Julie Hardaker – no report
- D. Nomination and Election Committee: Chair - Hal Rourke
 1. Hal will invite interested trustee candidate, Andre Mento (correspondence attached), to the next meeting.

E. Facilities Development Committee: Chair – Kirstie Venanzi

1. Kirstie thanked the committee members for attending the four focus groups: Mother's Club; CPL Staff; FCPL; Four Seasons. The notes from the focus groups will be incorporated into Karen's draft report. Kirstie distributed draft notes from the CPL focus group that list action items (immediate library improvements) for the Board to consider. Marilyn will speak to John Haney about requests pertaining to the facility.
2. Allan Kehrt and Merilee Meacock will visit the library for a critical look by the end of January and come up with a list of recommendations.

11. OLD BUSINESS

- A. Approval of Amendment of By-Laws -Increase membership of Board to nine (Cf: By-laws article II, Section 2.1 - - Action based on Article VII – General, Section 7. Notice attached.)

ACTION: Patty moved to amend by-laws to increase membership of Board to nine (9) Seconded by: Kim Approved unanimously

12. NEW BUSINESS

- A. February meeting will be on the 13th instead of the 14th. Marilyn will make appropriate notifications about the change. Kathy will notify absent board members tomorrow.
- B. FCPL extra book sale stock will be stored offsite.
- C. Marilyn is communicating with the State Librarian regarding assistance for CPL to develop an annual report for municipal filing. The State Library may be able to provide a mandate or template for development reference.
- D. Marilyn will convert CPL minutes into PDF format and forward to the township clerk for website posting. Minutes from the last quarter of 2007 will be sent as well.

13. CORRESPONDENCE

- A. Howard Zogott sent a thank you to the Board for his December Retirement party.
- B. Frank wrote a welcome letter to Pam Parseghian, the newly appointed Mayor's Representative (attached).

14. OPEN DISCUSSION

- A. Library Logo – postponed until the February meeting.
- B. Library Privacy Laws
1. Bertram Busch distributed *Privacy and Surveillance in Public Libraries* (attached), prepared by his office. Any subpoena or search warrant served on the library for the collection of library equipment or records **must** be signed by a judge. If the documents are signed properly the library must comply, but Bert advised Marilyn to instruct CPL staff to contact him immediately in the event of being served a subpoena or search warrant.

2. Bert recommended that the Board review of the Code of Conduct and Internet Use Policy and then post them by the computers.
3. Bert will attend the February meeting to witness incoming trustee Pam Parseghian's oath.

15. ADJOURNMENT – *motion to adjourn:* Hal *Seconded by:* Kim
Meeting Adjourned at 9:50 pm

Respectfully submitted,
Kathy Easton