

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

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

1. CALL TO ORDER & INTRODUCTION OF OFFICERS at 7:34 pm

Frank Brennan, Jr., President
Hal Rourke, Vice-President
Patricia Thomsson, Treasurer - *absent*
Kathy Easton, Secretary
Kirstie Venanzi, Trustee
Kim Borden, Trustee
Andre Mento, Trustee
Julie Hardaker, Chief School Administrator and FCPL Representative
Pam Parseghian, Mayor's Representative - *absent*
Also present:
Marilynn Mullen, Director
Douglas Baldwin, Systems Administrator
Bertram 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. OATH OF OFFICE:

Andrew Mento, appointed 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

1. February 23, 2008 (Retreat)

Moved by: Andre *Seconded by:* Kirstie *Approved*

2. March 13, 2008

Moved by: Kim *Seconded by:* Hal *Approved*

5. EXECUTIVE SESSION (CLOSED)

Motion to enter closed session: Hal *Seconded by:* Andre **7:40 pm IN**

Motion to exit closed session: Kathy *Seconded by:* Hal **8:10 pm OUT**

6. TREASURER'S REPORT for March 2008 - attached

A. Action on Bills List - *Moved by:* Julie *Seconded by:* Kirstie
Approved to pay

- B. Budget and Operating Status as of 3/31/08 – Patty Thomsson (via email)
 - 1. Correspondence with Greg Della Pia regarding the IRS delayed filing matter confirms that 2004 and 2006 have been reviewed and closed. The years 2002, 2003, and 2005 are pending.
 - 2. Greg Della Pia would like to initiate the 2007 audit work the week of May 5th. Patty will inform him of the new bill paying procedures and seek his review and comments.

7. DIRECTOR, YSL & LA SUPERVISOR REPORTS: Marilyn Mullen—attached

- A. Marilyn proposed a minor change to the Internet Policy to include the computers in the media room; copy attached.
ACTION: Motion by Julie to approve the proposed change to the Internet Policy
Seconded by: Kim *Approved Unanimously*
- B. A list of custodial services (approved by the Board of Education) to be performed by the school custodians for the library is attached.
- C. Beverly Gerberich, School Nurse, asked if the library would be interested in purchasing an Automated External Defibrillator (AED) – refer to Marilyn's report. *ACTION:* Motion by Andre for the library to purchase an Automated External Defibrillator (AED) and that required training be arranged for all interested staff with a minimum of two
Seconded by: Kirstie *Approved Unanimously*
- D. The library staff will review the Circulation Policy and make recommendations to the Policy and Planning Committee.
- E. FCPL bought a new easel for the library to use for display.

8. TECHNOLOGY REPORT: Douglas Baldwin – attached

9. PRESIDENT'S REPORT: Frank Brennan

- A. "Annual Calendar of Events" April and May (cf. "Trustees Manual" pp. 43 ff.) – the Board is on track with the calendar.
- B. Frank distributed Financial Disclosure Statements that are to be completed by each Board member and returned to Kathleen Cunningham in the Township office.
- C. Meeting with the School Board reps – the meetings are productive and ongoing.

10. REPRESENTATIVE'S REPORTS –

- A. Mayor's Rep: Pam Parseghian – none
- B. Chief School Administrator's Rep: Julie Hardaker
 - 1. Julie reminded the Board of school board elections on April 15th, 7am-9 pm.
- C. Friends of the Cranbury Public Library Rep: Julie Hardaker
 - 1. The Mozart program date has been changed from 4/15 to 4/16.
 - 2. FCPL will host a table at the Drug Free Fair.
 - 3. FCPL will once again sponsor a poetry/short story contest for 8th grade students.

4. There will be a Mother's Day card-making program on May 3rd.
5. New officers were installed; FCPL monthly meetings will be held the 1st Monday of the month at 1:30 pm.

11. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Chair – Kathy Easton – no report
- B. Finance Committee: Chair – Patty Thomsson – no report
- C. Policy and Planning Committee: Chair – Julie Hardaker – no report
- D. Nomination and Election Committee: Chair - Hal Rourke – no report
- E. Facilities Development Committee: Chair – Kirstie Venanzi -
 1. Subcommittee work:
 - a. Pam, Kim and Kathy are working on library site visits and corresponding binder.
 - b. Allan Kehrt and Merilee Meacock want to meet next Tuesday, 4/15, to narrow down the scope of a feasibility study. Kathy, Kirstie and Marilyn will attend. Help is still needed on the architectural subcommittee – Kirstie is the only member.
 - c. Preparation of a presentation to use for focus groups is on hold for now.
 2. New legislation about the transfer of funds from library boards to municipalities is attached (A1265/S429 signed into law 4/7/2008.)

12. OLD BUSINESS

- A. Karen Avenick's Library Assessment – Kirstie shared the input she received from the Board on this report and will communicate the corrections and inconsistencies to Karen.
 - Not all points of the contracted scope of work were hit
 - Report needs to be more focused and concise
 - This report is appropriate to be used as a Needs Assessment Study; it is not a Facility Assessment Study

13. NEW BUSINESS

- A. Library Annual Report – Marilyn Mullen – Marilyn will deliver to the Township at the committee meeting on April 28th. The State Annual Report is available in Marilyn's office for review.
- B. Julie reminded the Board about the reception for Marilyn and Doug.
- C. The Board agreed that the review of the Board's strategic planning process prepared by Kim Kondracki as an assignment for her graduate degree program is a valuable reference. Marilyn will arrange for it to be copied and distributed in the Board's envelopes. (Attached)
- D. Kirstie and Frank met with Allan Berger of Library Development Solutions to talk about strategic planning and strategic planning services.
- E. Andre informed the Board about a community event hosted by Cranbury rescue services. Kathy will call the organizer, Ray Dickey, to see if there is a role for the library and will let Marilyn know.

14. CORRESPONDENCE – none

15. OPEN DISCUSSION –

A. On April 9th, Marilyn was invited by the township to walk through the PNC Bank Building, currently listed for sale, with: Christine Smeltzer, Township Administrator; Trisha Waterbury, Township Attorney; Greg Farrington, Construction Official; Gary Drechsel, Real Estate Agent; David Stout, Mayor; and Pari Stave, Committeewoman. The township expressed interest in the Board gathering some data on the building which will be prepared by an Ad Hoc committee with participating members Frank, Andre, Hal and Kirstie, once a written request is received from the township by the Board.

16. ADJOURNMENT – *motion to adjourn: Kathy Secoded by: Hal*

Meeting Adjourned at 9:49 pm

Respectfully submitted,
Kathy Easton