BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY

REGULAR MEETING MINUTES
June 12, 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
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

Also present:
Marilynn Mullen, Director
Douglas Baldwin, Systems Administrator
Jan Murphy, Youth Services Librarian

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. APPROVAL OF MINUTES

A. **April 10, 2008** *Motion to approve by:* Andre *Seconded by:* Hal
Approved

B. **May 8, 2008** *Motion to approve by*: Julie *Seconded by*: Kirstie
Approved

4. TREASURER'S REPORT for May 2008 - attached

A. Action on Bills List - *Moved by:* Patty *Seconded by:* Kim
Unanimously approved to pay

B. Budget and Operating Status as of 5/31/08 – Patty Thomsson

1. Patty asked the Board to refer to Marilynn's Director's report for details on a few financial matters. Additional items will be addressed under the Finance Committee report.

5. DIRECTOR, & LA SUPERVISOR REPORTS: Marilynn Mullen–attached

A. Marilynn will request a meeting with the new chief of police, Chief Kahler, to review CPL safety and privacy policies. Frank will attend the meeting.

6. YOUTH SERVICES LIBRARIAN: Jan Murphy – attached

A. Jan's fulltime status was effective on June 1st. One of her new responsibilities will be to work on adult programming.

7. TECHNOLOGY REPORT: Douglas Baldwin, Systems Administrator – attached

A. Doug is working on collecting statistics on the number of CPL books that are checked out on school library cards. It was suggested that the reverse (school library books checked out on CPL cards) be tracked also.

8. PRESIDENT'S REPORT: Frank Brennan

A. "Annual Calendar of Events" June, July and August (cf. "Trustees Manual" pp. 43 ff.) – The Board is on track with the calendar. Patty will move ahead on June finance items.

B. Review of CPL Staff 2008 Goals (attached) – Marilynn, Doug and Jan read the goals and reported on progress and achievement. Patty suggested that Doug demonstrate some of the CPL website interactive features at the July meeting.

C. Review of Board 2008 Goals (attached) – Frank reviewed the goals and the Board agreed that progress and achievement is adequate with additional attention needed on item 12 (Continue as advocates for the library by representing the library at public events) and item 14 (Offer orientation support for new Trustees).

9. REPRESENTATIVE'S REPORTS –

A. Mayor's Rep: Pam Parseghian – The township committee will not be going forward with its pursuit of information on the possible purchase of the PNC Bank building.

B. Chief School Administrator's Rep: Julie Hardaker

1. The office of Dan O'Brien, School Technologist, will be painted this summer. Dan's office is located in the back of the media room.

C. Friends of the Cranbury Public Library Rep: Julie Hardaker

1. FCPL is giving CPL $250 for the summer reading program.
2. FCPL is giving CPL $260 for the purchase of young adult Playaways.
3. Cindy Markus, FCPL Trustee, has resigned from the executive board and Arlene Duran has filled the position.

10. TRUSTEE COMMITTEE REPORTS

A. Personnel Committee: Chair – Kathy Easton – no report

B. Finance Committee: Chair – Patty Thomsson

1. A minimum of $2K will now be kept in the checking account; a $1K minimum is required by the bank.
2. The Auditor, Greg Della Pia, suggested the Board consider laddered CD's for the funds in Cash Management; the Board reviewed two customized fixed-income portfolios prepared by Andre and agreed that

Patty and the Finance Committee should meet with Greg Della on this and report back to the Board.

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. Power Point Presentation – at a recent meeting the committee agreed that preparation of a power point presentation for the public be speeded up; Patty will be putting this together and hopes to have something ready for the Board to review at the July meeting. Following board approval it will be shared with FCPL first.
   2. Library Site Visits – Kim and Pam reported on recent library visits. The borough libraries in Pennington and Hopewell do not compare favorably to Cranbury in terms of technology. The Princeton and South Brunswick libraries are large, beautiful and offer valuable services, collection sizes, and comfortable space that CPL could aspire to in a larger facility.
   3. Meeting w/ the Township Planner – Kirstie will make arrangements for her and Frank to meet with the planner, Richard Preiss, to review the report prepared by Karen Avenick. Marilynn will forward the report to him advance of the meeting.

11. OLD BUSINESS - none

12. NEW BUSINESS

A. Resolution Establishing Capital Expense Plan and Reserving Funds – attached
ACTION: Kirstie moved to accept the resolution
Seconded by: Hal
DISCUSSION
ACTION: Kirstie moved to amend the resolution by deleting "state of the art" from all paragraphs (1,4,5,6,7) in which it appears
Seconded by: Hal
VOTE to amend the resolution: 8 Ayes 1 Nay (Andre)
VOTE to accept the amended resolution: 8 Ayes 1 Nay (Andre)
The Finance Committee will proceed with a new account for the funds.

13. CORRESPONDENCE

A. Letter from Sheelagh Vidulich of Coldwell Banker about their donation to CPL which was presented to CPL by Agent Peggy Brennan.
B. Two proposals for the maintenance of the library entrance doors from Besam were received and will be reviewed by the Finance Committee.

14. ADJOURNMENT – *motion to adjourn:* Kim *Seconded by:* Patty

Meeting Adjourned at 9:29 pm

Respectfully submitted,
Kathy Easton