

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

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

**1. CALL TO ORDER & INTRODUCTION OF OFFICERS at 7:36 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  
Greg Della Pia, Accountant

**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. **June 12, 2008** *Motion to approve by: Andre Secoded by: Julie  
Approved*

**4. NEW BUSINESS – Auditor's Report for 2007 and 2006 – Greg Della Pia – attached**

- A. Statement on Auditing Standards (SAS) No. 112 – attached to the Auditor's Report
- B. Improved organization of financial materials - Greg commented that it was a pleasure to work with Marilyn and he appreciated the level of organization as compared to the past.
- C. Penalties for non filing and incomplete filing of taxes- abatements have been received for 2001, 2002, 2004, 2005; 2003 is pending.
- D. Investment of CMA funds – Greg agrees that CMA funds should be invested in laddered CD's; the Finance Committee will contact local offices of major brokerage firms for information.
- E. Petty Cash Procedure – approved by Greg.
- F. *ACTION: Hal moved that the Auditor's Report be accepted as written  
Secoded by: Kirstie Approved Unanimously*

G. CPA Limited POA – Marilyn will confirm to the Board via email that a copy of the limited POA for Greg Della Pia is in the library file.

**5. TREASURER’S REPORT for June 2008 - attached**

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

B. *ACTION:* Acknowledgment of Addendum dated 5/31/08 – attached  
*Moved by: Kim Secoded by: Julie Unanimous vote to acknowledge*

C. Budget and Operating Status as of 6/30/08 – Patty Thomsson – no comments

**6. DIRECTOR & LA SUPERVISOR REPORTS:** Marilyn Mullen–attached

A. Personnel – Marilyn highlighted current personnel issues.

B. August closure dates – dates will be publicized.

C. Automatic doors – Marilyn and the Finance Committee selected the lowest priced Planned Maintenance Agreement with Besam.

D. LA Professional Development – Beth Anne will share her recent experience at a Customer Service Workshop with the rest of the staff.

**7. YOUTH SERVICES LIBRARIAN:** Jan Murphy – attached

**8. TECHNOLOGY REPORT:** Douglas Baldwin, Systems Administrator – attached

A. Electronic Retention Procedure – attached

B. CPL website - Doug demonstrated features of the new website he is developing. A beta version will be available soon.

**9. PRESIDENT’S REPORT:** Frank Brennan

A. “Annual Calendar of Events” July, August and September (cf. “Trustees Manual” pp. 43 ff.) – The Board is on track with the calendar.

**10. REPRESENTATIVE’S REPORTS –**

A. Mayor’s Rep: Pam Parseghian – The township committee accepted a petition with 50 signatures that urged the committee to continue to pursue information related to a possible township purchase of the PNC Bank building.

B. Chief School Administrator’s Rep: Julie Hardaker

1. John Haney, CSA, will coordinate with Rebecca, School Librarian, on instruction to all fall classes about library safety.

2. The CPL/School written agreement is in progress.

3. The School Board has requested that the library close at 6 p.m. on July 15, 2008 so that they may hold a Facilities Committee meeting followed by a Board meeting in the library.

4. Julie delivered Karen Avenick’s report to the school board at their last meeting.

C. Friends of the Cranbury Public Library Rep: Julie Hardaker – no report

**11. TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Chair – Kathy Easton – The committee met recently to discuss the personnel issues outlined in the Director’s report.
- B. Finance Committee: Chair – Patty Thomsson
  - 1. CMA account – Patty confirmed that it is allowable to have two state CMA accounts.
- 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. Meeting w/ the Township Planner – Kirstie and Pam are coordinating getting approval for a meeting with the Township Planner.
  - 2. Power Point Presentation – A discussion followed Patty’s presentation of the draft Power Point slide show to be presented to Cranbury organizations this fall. Patty will edit as advised by the Board.

**12. OLD BUSINESS** - none

**13. CORRESPONDENCE** - none

**14. ADJOURNMENT** – *motion to adjourn:* Kathy    *Seconded by:* Kim  
**Meeting Adjourned at 9:33 pm**

Respectfully submitted,  
Kathy Easton