

**BOARD OF TRUSTEES**  
**CRANBURY PUBLIC LIBRARY**

## REGULAR MEETING MINUTES

September 11, 2008 - 7:30 pm  
Tom Gambino Room, Cranbury Free Public Library

### **1. CALL TO ORDER & INTRODUCTION OF OFFICERS at 7:31 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 (8:00)

Also present:

Marilynn Mullen, Director  
Douglas Baldwin, Systems Administrator  
Betram Busch, Esq., Board Attorney

### **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. Regular Meeting - August 14, 2008

*Motion to approve: Hal Second: Andre*

*Approved (w/ 2 abstentions: Hal and Kirstie; absent at the August meeting)*

B. Special Meeting - September 4, 2008

*Motion to approve: Kirstie Second: Kim*

*Approved (w/ 1 abstention: Julie; absent at the September meeting)*

**4. CLOSED (CONFIDENTIAL) SESSION** - Discussion and Action, Board of Education Proposal

**BE IT RESOLVED** that the Board of Trustees of the Cranbury Public Library meet in Executive Session to discuss contractual matters involving the hours of operation and the use of space by the Cranbury Public Library and alternative locations for the Cranbury Public Library; and

**BE IT FURTHER RESOLVED** that the subjects discussed in Closed Session shall be made available to the public at such time as the need for confidentiality no longer exists.

**IN** - 7:36 pm

Motion: Kim

Second: Hal

*Vote: Unanimous*

(The Board asked Julie to leave the room for the duration of this session.)

**OUT** - 8:44 pm

Motion: Kirstie

Second: Andre

*Vote: Unanimous*

*ACTION: Motion to form a subcommittee of four members (Andre, Frank, Kim and Kirstie) to prepare standards to report to the Cranbury Board of Education: Pam*

*Second: Kim*

*Approved (w/ 1 abstention: Julie)*

**5. TREASURER'S REPORT for August 2008** - attached

- Action on Bills List - *Moved by: Patty Secoded by: Kathy*

*Unanimously approved to pay*

REPORT: Patty

- The Demco check was replaced by a corrected check.
- Reimbursing Doug for airfare in advance of his trip is an exception to policy. Interpretation of this policy will be looked at more closely going forward.
- The Township check for appropriated funds for the second quarter was received.

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

A. Marilyn noted that the after-school attendance by children is going well.

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

A. Jan highlighted the success of the Summer Reading Program.

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

A. Doug emphasized the value of his attendance at a meeting of Middlesex County libraries working on development of a disaster plan that would preserve and safeguard library resources.

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

"Annual Calendar of Events" September and October (cf. "Trustees Manual" pp. 43 ff.) - The Board is on track with the calendar.

**10. REPRESENTATIVE'S REPORTS -**

A. Mayor's Rep: Pam Parseghian

- Pam will continue to follow-up on the Board's request to the Township for a meeting with the Township Planner.

B. Chief School Administrator's Rep: Julie Hardaker

- The school year is off to a good start; there are many new faculty members.
- The School Board is appreciative of the re-shelving of books per John Haney's proposal.

- Friends of the Cranbury Public Library Rep: Julie Hardaker

FCPL is considering possible locations for the October 4<sup>th</sup> Book Sale (rain date for the Cranbury Day Book Sale that did not occur); the 8<sup>th</sup> grade car wash in the school parking lot is scheduled for 10/4.

**11. TRUSTEE COMMITTEE REPORTS**

- Personnel Committee: Chair - Kathy Easton - no report
- Finance Committee: Chair - Patty Thomsson - no report
- Policy and Planning Committee: Chair - Julie Hardaker - The updated circulation policy will be emailed to the Board and a vote for approval will be requested at the next meeting.
- Nomination and Election Committee: Chair - Hal Rourke - no report

- Facilities Development Committee: Chair - Kirstie - no report

**12. OLD BUSINESS** - none

**13. NEW BUSINESS** - Renewal of attorney contract

*ACTION: Motion to renew contract with attorney, Bertram Busch, for  
2008/2009 with a rate increase of 4% to \$182.00/hour: Andre  
Second: Patty  
Vote: Unanimous*

**14. OPEN DISCUSSTION PERIOD** - none

**15. ADJOURNMENT** - *motion to adjourn: Andre      Seconded by:  
Patty*

**Meeting Adjourned at 9:15 pm**

Respectfully submitted,  
Kathy Easton