

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES  
October 11, 2007 – 7:30 pm  
Tom Gambino Program Room, Cranbury Public Library

**1. CALL TO ORDER & INTRODUCTION OF OFFICERS at 7:40 pm**

Frank Brennan, Jr., President  
Hal Rourke, Vice-President - *absent*  
Patricia Thomsson, Treasurer  
Kathy Easton, Secretary  
Kirstie Venanzi, Trustee  
Kim Borden, Trustee  
Julie Hardaker, Chief School Administrator and FCPL Representative - *absent*  
Pari Stave, Mayor's Representative - *absent*  
Also present:  
Howard Zogott, Director  
Marilynn Mullen, Technology Services Librarian - *absent*

**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 26, 2006, a notice for all scheduled 2007 meetings was sent to the Cranbury Press, Home News Tribune, Township Clerk and posted in the Public Library.

**3. APPROVAL OF MINUTES for September 2007**

Sept. 11 Special Mtg. - *Moved by: Kim    Seconded by: Kirstie    Approved*  
Sept. 13 Regular Mtg - *Moved by: Patty    Seconded by: Kirstie    Approved*  
Sept. 26 Special Mtg. - *Moved by: Kim    Seconded by: Kirstie    Approved*

**4. TREASURER'S REPORT for September 2007 - attached**

- A. Action on Bills List - *Moved by: Kim    Seconded by: Kirstie    Approved to pay*
- B. Budget and Operating Status as of 09/30/07 - An incomplete report was delivered to Patty. A complete report will be presented for Board review at the November meeting.

**5. DIRECTOR, YSL & LA SUPERVISOR REPORTS:** Howard Zogott –attached – Howard will deliver a draft budget at the November meeting.

**6. TECHNOLOGY REPORT:** Marilynn Mullen – (sent via email 10/17/07) - attached

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

- A. Calendar of Events - (Trustee Manual; section 7, p.45) – The Board is current with the calendar. Kathleen Cunningham, Municipal Clerk, has requested (ltr. attached) a list of individuals the board would recommend for reappointment or new appointment be sent to her by November 10.

Kathy will send a letter recommending the reappointment of Frank Brennan, Jr.

- B. Attorney Visit – the board attorney is interested in meeting w/ the Board; Frank will arrange for a visit to the December meeting.
- C. Retirement Party for Howard – Due to a conflict with a Lions event the time has been changed (from 6-8) to 5:00-7:00 pm. The new time may present a problem for Howard's wife, Tina. Howard will advise.

#### **8. REPRESENTATIVE'S REPORTS –**

- A. Mayor's Rep: Pari Stave – none
- B. Chief School Administrator's Rep: Julie Hardaker – none
- C. Friends of the Cranbury Public Library: Julie Hardaker – none

#### **9. TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Chair – Kathy Easton – ACTION: *Kim moved to approve the contract for the new Director, Marilyn Mullen, effective January 1, 2008* Seconded by: Kirstie Approved unanimously
- B. Finance Committee: Chair – Patty Thomsson – All municipal volunteers can ask for reimbursement for mileage at 48.5 cents per mile per Greg Della Pia.
- 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 – the committee will be meeting soon.

#### **10. OLD BUSINESS**

#### **11. NEW BUSINESS - Report from the NJ Library Trustees Institute Conference - Patty and Kirstie**

- A. Library Privacy Laws and Cranbury Library Policies and Procedures - Conference handouts about library privacy laws were distributed to the Board. Patty stressed preparedness, awareness, and compliance. Patty requested that we review the laws with the board attorney and suggested an ad hoc committee be formed to look at educating the community, police, and school board about the laws. Patty will bring a proposal to the November meeting in preparation for the attorney visit in December.
- B. Connecting with Elected Officials – handout attached - Kirstie advised that connecting with elected officials in their area of interest is an effective way to promote good public relations.

#### **12. CORRESPONDENCE – none**

#### **13. OPEN DISCUSSION – Karen Avenick, Consultant – Assessment Plan:**

- A. The contract (attached) was signed. There was discussion about dates. It was determined that the due date for Karen's final deliverable will be the February retreat (2/9 or 2/23/08). Karen will attend the January board meeting to deliver a preliminary report and obtain board feedback. Service

and physical space improvement recommendations will be included in the final report.

- B. Karen suggested that we hold the three focus groups at the organization's regular meeting with a library representative on hand to answer questions about library services. The target community groups are: Lions Club, Mothers' Club, Four Seasons residents.
- C. On Tuesday, November 6 at 11:00 am Karen will meet with Marilyn, Howard, Beth Anne, Jan, and Patty for 2-3 hours. Howard will email Karen with everyone's email address so Karen can send the meeting agenda in advance of the meeting.

**14. EXECUTIVE SESSION (CLOSED)**

*Motion to enter closed session: Kathy Seconded by: Kim 9:12 pm IN*

*Motion to exit closed session: Kim Seconded by: Kathy 9:21 pm OUT*

**15. ADJOURNMENT – motion to adjourn: Kathy Seconded by: Kim  
Meeting Adjourned at 9:26 pm**

Respectfully submitted,  
Kathy Easton