

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES
December 13, 2007 – 7:30 pm
Tom Gambino Program Room, Cranbury 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
Julie Hardaker, Chief School Administrator and FCPL Representative
Pari Stave, Mayor's Representative - *absent*
Also present:
Howard Zogott, Director
Marilynn Mullen, Technology Services Librarian
Bertram Busch, Esq.
Allan Kehrt, Architect

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. OATH OF OFFICE: All board members present took an oath of allegiance and an oath of office before Bertram Busch, Esq. Marilyn will file signed oaths with the Township Clerk, Kathy Cunningham.

4. APPROVAL OF MINUTES for November 2007

Moved by: Hal Seconded by: Patty Approved

5. OPEN DISCUSSION I: led by Allan Kehrt, Architect

- A. Selection of any library architect must include references that confirm they truly *know* libraries. Refer to book by Nolan Lushing, consultant, in library collection. Allan donated on old edition copy. Become educated about what's involved in an architectural survey.
- B. Produce a document based on the reality of the library's needs and uses. It must be a defensible process. A conceptual design is produced based on this document by an architectural firm. The design then goes to a professional cost estimator. A project initiation study comes next.
- C. Kirstie will follow-up on Allan's offer to provide some ideas for renovation based on input from the library staff and board. Allan will forward copies of the Randolph Library project for board reference.

- 6. TREASURER'S REPORT for November 2007 - attached**
- A. Action on Bills List - *Moved by:* Kirstie *Seconded by:* Hal *Approved to pay*
 - B. Budget and Operating Status as of 11/30/07 – September and October reports (attached), previously incomplete were distributed. The library is moving from a revolving account with Amazon to a pay-as-you-go account. Patty asked Marilyn to prepare the CMA exhibit which can be found on the last page of the November report.
- 7. DIRECTOR, YSL & LA SUPERVISOR REPORTS:** Howard Zogott –attached
- 8. TECHNOLOGY REPORT:** Marilyn Mullen – attached
- A. Board approved item #1 (staff focus group and luncheon) and #2 (staff attendance at ALA and library closure on Sunday, January 13, 2008).
 - B. Helen Pember memorial donations will be used for book purchases.
- 9. PRESIDENT'S REPORT:** Frank Brennan
- A. Calendar of Events – revised pages were distributed.
 - B. Committee chairs for 2008 – current committee chairs will continue.
- 10. REPRESENTATIVE'S REPORTS –**
- A. Mayor's Rep: Pari Stave – no report
 - B. Chief School Administrator's Rep: Julie Hardaker –
 - 1. The school will have someone look at the entry doors and the missing weather stripping.
 - 2. The library director's office can be repainted by the school in the summer *or* anytime at CPL expense. CPL Board decided to hire a painter and get the office painted before Marilyn moves in.
 - 3. Contract negotiations are coming up; current contract expires in June.
 - C. Friends of the Cranbury Public Library: Julie Hardaker –
 - 1. FCPL will host the February Golden Agers Luncheon.
 - 2. FCPL has a new brochure.
 - 3. The holiday card making event was a success; FCPL hopes to offer a Mozart program in February.
 - 4. FCPL will be working with the new Director on a CPL wish list.
 - 5. The monthly report of FCPL books sold by library staff (funds used to purchase books for the library) is now more comprehensive.
- 11. TRUSTEE COMMITTEE REPORTS**
- A. Personnel Committee: Chair – Kathy Easton – no report
 - B. Finance Committee: Chair – Patty Thomsson – 2008 working budget attached – Patty and Marilyn reviewed the working budget with Board input. Early in 2008 CPL accounting will be brought in house.
 - C. Policy and Planning Committee: Chair – Julie Hardaker – no report
 - D. Nomination and Election Committee: Chair - Hal Rourke – Howard will notify the Board regarding a bylaw change to expand the Board to nine members.

- E. Facilities Development Committee: Chair – Kirstie Venanzi –
1. The committee is stretching out the timeline on library visits in order to focus on Karen’s work.
 2. The Four Season focus group will meet at the clubhouse on 1/9/08 at 2 pm. The CPL staff focus group is scheduled for 12/28/07. Kirstie proposed a focus group with FCPL.

12. OLD BUSINESS

1. Update on the Reception for Howard on December 14 – Julie Hardaker – Everything is in order.

13. NEW BUSINESS

- A. Frank will write to acknowledge the letter from the Jamesburg Library (attached) and indicate “we’re in accord”.

14. CORRESPONDENCE

- A. Celeste Greene wrote a thank you note for her farewell reception.
- B. Request from Jan Murphy for unpaid time off for elective surgery in 2008. The Board agreed to her request.

15. OPEN DISCUSSION II –

- A. Advocacy Institute at ALA Midwinter Meeting January 11, 2008 – flyer distributed to Board. Copy attached.
- B. Construction Funding – Press release (attached) distributed.
- C. Library Logo – Marilyn will meet with Hailey Walsh to discuss the Board’s suggested changes and preferences. Board will review again in January.

16. EXECUTIVE SESSION (CLOSED)

Motion to enter closed session: Julie *Seconded by:* Hal **9:53 pm IN**
Motion to exit closed session: Kim *Seconded by:* Kathy **10:10 pm OUT**

**17. ADJOURNMENT – *motion to adjourn:* Kim *Seconded by:* Kathy
Meeting Adjourned at 10:11 pm**

Respectfully submitted,
Kathy Easton