

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

RETREAT MINUTES

Saturday, March 5, 2011 – 9:00 am

Meadow Lakes Meeting Room, Etra Road, Hightstown, NJ

**1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:30pm**

Pursuant to Section 5 of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Library Director as follows: January 14, 2011, a notice for this meeting was sent to the Cranbury Press, Home News Tribune, and Township Clerk and posted in the Public Library.

**2. INTRODUCTION OF BOARD OF TRUSTEES**

Charlene Vivian-Granville, Secretary  
Kim Borden, Trustee, acting President for today's meeting  
David Fletcher, Trustee  
Andre Mento, Trustee  
Michael Ferrante, Chief School Administrator's Representative  
Dave Mauger, Mayor's Representative

Also present:

Marilynn Mullen, Director  
Douglas Baldwin, Systems Administrator  
Jan Nash Murphy, Youth and Outreach Services Librarian

Also present after lunch:

Frank Marlowe, Foundation Board Member  
Pat Demers, Foundation Board Member  
Mel Lehr, Foundation Board Member

**3. WELCOME BY KIM BORDEN, leading meeting in Board President's Absence**

**4. REVIEWS of 2010**

- A. Progress Against Operational Goals 2010: Marilynn Mullen
  - 1. Marilynn Mullen shared the progress of the CPL staff against the goals set for 2010.
- B. Board's Review of 2010 Goals
  - 1. Kim Borden reviewed with the Board the Board's Goals for 2010.

**5. OPERATIONAL GOALS FOR 2011** Marilynn Mullen

- A. Marilynn Mullen shared her goals for the CPL staff for 2011.

**6. BOARD GOALS FOR 2011**

- A. The Board reviewed the Board of Trustee's 2010 goals and revised as needed.

**7. STRATEGIC PLANNING**

- A. Kirstie Venanzi and Marilynn Mullen will look at the Strategic Plan's Background statement to determine if any revisions are needed and if a subcommittee needs to review.
- B. The Board of Trustees determined that the Vision Statement of the strategic plan needs revision. A brainstorming session resulted in some new wording that needs to be incorporated. See attached.

**8. REVISE CALENDAR OF EVENTS**

- A. Due to time constraints, Kim Borden asked that all Board of Trustee members review the Calendar of Events and report any needed corrections to Kirstie Venanzi.

**9. PRESENTATION OF CASE STATEMENT / CASE FOR SUPPORT: Frank Marlowe**

- A. A Case Statement is a skeletal brief description of reasons why we need a Community Center Library.
- B. A Case Statement is used in a variety of situations.
  - 1. Oral presentations to Town.
  - 2. Philanthropic Organizations.
  - 3. Other Foundations or Organizations to secure funding or ideas for new facility.
  - 4. Advocacy of Library Board
  - 5. Professional Outreach of each of us to our professional connections.
- C. Case Statement should be brief.
  - 1. One page document
- D. What is the Need
  - 1. Frank Marlowe presented the Case for Support
  - 2. The Board of Trustees offered opinions to the Foundation on wording.
- E. Frank Marlowe also referred to the many things that can be done in a library that CPL cannot accommodate in its current space due to various restrictions.
- F. Marilyn Mullen reviewed the Library Foundations Timeline for Phase I of the Capital Campaign.

**10. ADJOURNMENT AT 2:30pm**

All reports and correspondence referred to in these minutes are attached to the original minutes filed in the office of the Executive Director.

Respectfully submitted,

Charlene Vivian-Granville