

**Cranbury Public Library Board of Trustees Annual Retreat
February 23, 2008 - Meadow Lakes, Hightstown, NJ**

PART ONE

1. 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.

2. WELCOME & CALL TO ORDER @ 9:32 am

Board members:

Frank Brennan, Jr., President
Hal Rourke, Vice-President - *ABSENT*
Patty Thomsson, Treasurer
Kathy Easton, Recording Secretary
Kirstie Venanzi
Kim Borden
Julie Hardaker, Chief School Administrator and FCPL Representative
Pam Parseghian, Mayor's Representative

Also present:

Marilynn Mullen, Director
Douglas Baldwin, Systems Administrator
Karen Avenick, Library Consultant

3. REVIEW OF 2007 and GOALS FOR 2008

❖ **Library Director's Annual Report 2007 (attached) - Marilyn**

1. The status of Operational Goals as of 12-31-07 is attached.
2. Marilyn will submit a copy of the Director's annual report and the Annual Report for Per Capita State Aid to the Township. Patty requested that a copy of the annual state report (to be prepared by 4/1/08) be provided to board members. Gambino Room use statistics will be included in the state report.

❖ **Board Review of 2007 and Development of 2008 Goals - Frank**

1. The Board reviewed 2007 goals (attached) and developed 2008 goals (attached.).

❖ **Director's Operational Goals for 2008 – Marilyn**

1. Goals were reviewed and revised (attached). Improved internal and external signage, and improved cleanliness of facility were two important additions to the list of goals.
2. Kirstie will investigate the history of CPL's street sign requests and Pam will inquire with the Township.

❖ **Consultant's Report – Karen Avenick**

1. A revised draft was distributed and reviewed. Karen will incorporate all suggestions and corrections into the final report. Cited NJ Statutes and Regulations will be included in the appendices.
2. Following Karen's departure from the meeting it was decided Kirstie would ask Karen for a final draft to be delivered by the March meeting for the Board to review and vote on in April.

LUNCH

PART TWO

4. DISCUSSION OF SPACE EVALUATION REPORT, FOCUS GROUPS AND SUMMARY OF RETREAT

- ❖ **Review of Alan Kehrt's Space Evaluation Report - notes attached– Kirstie**
 1. Kirstie, Marilynn, and Patty joined Alan Kehrt and Marilee Meacock for an informal space evaluation at the library on February 19, 2008. Alan and Marilee are willing to work pro bono on areas of a feasibility study.
- ❖ **Discuss: Should Board continue with focus groups? If so with who?**
 1. The Board agreed that focus groups about library services should continue to be conducted. It was suggested that we include a page in Karen's report about ongoing community focus groups conducted by the Facilities Committee. A list of Cranbury clubs, organization and groups to target is attached.
 2. Kirstie distributed a copy of online forum chat regarding the library (attached) that the Board can use to help prepare responses to questions posted on the web, develop advocacy material and plan focus group scripts.
- ❖ **Summary – Frank, Staff and Board**
 1. The Board is well-balanced. The Board and library staff did a fine job attaining 2007 goals.
 2. Gratitude was expressed all around and there was excitement about working together going forward in 2008.
- ❖ **Adjournment @ 2:00 pm**