

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES
December 14, 2010 – 7:30 pm
Tom Gambino Room, Cranbury Public Library

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: December 15, 2009, a notice for all scheduled 2010 meetings was sent to the Cranbury Press, Home News Tribune, and Township Clerk and posted in the Public Library.

2. INTRODUCTION OF BOARD OF TRUSTEES

Kirstie Venanzi, President
Hal Rourke, Vice-President - excused
Patricia Thomsson, Treasurer
Kim Borden, Secretary
David Fletcher, Trustee
Andre Mento, Trustee
Charlene Vivian-Granville, Trustee
Michael Ferrante, Chief School Administrator's Representative
Pam Parseghian, Mayor's Representative

Also present:

Marilynn Mullen, Director
Douglas Baldwin, Systems Administrator

3. APPROVAL OF MINUTES

November 11, 2010 Regular Meeting *Approved*

4. TREASURER'S REPORT FOR NOVEMBER 30, 2010: Patty Thomsson

- A. Action on Bills List *Approved*
- B. Budget and Operating Status as of 11/30/10

5. DIRECTOR'S REPORT: Marilyn Mullen

6. SYSTEMS ADMINISTRATOR'S REPORT: Doug Baldwin

7. PRESIDENT'S REPORT: Kirstie Venanzi

- A. Review of "Annual Calendar of Events" for December and January – On-track

8. REPRESENTATIVE'S REPORTS

- A. Mayor's Representative: Pam Parseghian – No report
- B. Chief School Administrator: Mike Ferrante
 - 1. Carol Malouf began on 12/1/10 as the interim CSA/Principal. The search has been initiated for the new CSA/Principal. The BOE is hiring a search firm to assist.
 - 2. The school is starting a \$1M capital improvement project. The focus will be heating and air conditioning upgrades and efficiencies. This project is scheduled to be completed by the start of school in September.
 - 3. New signage will be installed in the parking lot. The project is underway – the signs have been ordered.
 - 4. There is a public budget hearing scheduled for January 11. The Board of Education is expecting a \$500,000 budget gap this year.

- C. Friends of the Cranbury Public Library Representative: Marilyn Mullen
 1. The Friends are working on a budget, membership drive and they would like to explore the possibility of developing their own website.
 2. They are still looking for a Program Chairperson.
- D. Cranbury Public Library Foundation: Patty Thomsson
 1. The Cranbury Press interviewed Foundation members today for an upcoming article.
 2. The Foundation Board has interviewed 2 capital campaign consultants so far and they will interview 2 more before choosing one to do the work.

9. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Kim Borden
 1. 2011 compensation is complete and the changes in salary have been given to Marilyn to submit to the Township. Marilyn's 2010 performance evaluation is also complete and she has signed her contract for 2011.
- B. Finance Committee: Patty Thomsson
 1. Patty distributed a draft budget for discussion at the January meeting.
- C. Policy and Planning Committee: Pam Parseghian – No report
- D. Nomination and Election Committee: Kirstie Venanzi
 1. Kirstie, Hal and Marilyn met with a potential candidate for the library board when there is an open position.
- E. Facilities Development Committee/Task Force: Kirstie Venanzi – No report
- F. Public Relations Committee: Charlene Vivian-Granville – No report

10. OLD BUSINESS

- A. The Board decided to ask the Board attorney to review its resolutions to ensure that they are in compliance with all of the recent changes to the state library laws.

11. NEW BUSINESS

- A. Notary Policy and Insurance
 1. The Board approved a new Notary Public Service Policy.
Motion to approve: Andre Second: Patty
Unanimously Approved
 2. The Board approved adding Notary Services insurance to our current policy.
Motion to approve: Charlene Second: David
Unanimously Approved
- B. Retreat
 1. The retreat is scheduled for January 22, 9-2pm at Meadow Lakes. Kirstie reviewed the agenda for the meeting.

12. CORRESPONDENCE

- A. Thank you note from Jan Murphy for the gift certificate.
- B. New Jersey Library Trustee Association letter for the mayor.

13. ADJOURNMENT AT 9:10pm

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,
 Kim Borden