

**Cranbury Public Library Board of Trustees**  
**Meeting Minutes**  
**January 9, 2020 - 7:00 p.m.**  
**Gambino Room, Cranbury Public Library**

**1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT** -7:02 p.m.  
Pursuant to provisions of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Public Library as follows: December 16, 2019 notice for this meeting was sent to the Cranbury Press, Home News Tribune, Township Clerk and posted in the Public Library.

**2. INTRODUCTION OF BOARD OF TRUSTEES –**

Kirstie S. Venanzi, President - present	Ira Negin - present
Andre Mento, Vice-President - present	David Carroll - present
Dave Fletcher, Treasurer and Secretary - present	Fred Dennehy - present
Matt Scott, Mayor- present	Patty Thomsson - absent

Amy Dixon, Chief School Administrator's Representative  
Also to be present:  
Marilynn Mullen, Director - present  
Anthony Barbera of Barbera & Barbera, CPAs - present  
Frank Marlowe, Foundation - present

**3. Oath of office, and election of Officers for 2020**

Kirstie administered the oath of office to Fred Dennehy and Ira Negin.

The nominating committee presented the slate of officers:

Kirstie – President

Andre – Vice President

Dave F. – Treasurer

Patty – Secretary

Motion to approve slate of officers as presented: Andre                      Second: Dave F.                      Approved

**4. CONSENT AGENDA:**

A. Action on the minutes of the December 2019 meeting

Dave F. asked that the word "net" be inserted before "income" in the Treasurer's Report.

Motion to approve minutes as amended: Dave C.                      Second: Matt                      Approved

B. Action on Bills List for month ending 12/31/2019

Motion to approve bills list: Dave F.                      Second: Andre                      Approved

**5. TREASURER'S REPORT:**

A. Report - Budget and Operating Status as of 12/31/2019

**6. PRESIDENT'S REPORT: Kirstie Venanzi**

Kirstie announced that the NJCBA application was published Monday, January 6. We are working with Anthony Iovino on the application. He sent a check list identifying who is responsible for what areas. The Facility Committee will meet on Thursday, January 16 at 5:30 to discuss the process and timeline.

**7. DIRECTOR'S REPORT: Marilynn Mullen** - see attached.

**8. TECHNOLOGY SPECIALIST REPORT: Marilynn Mullen** - see attached.

**9. REPRESENTATIVES' REPORTS:**

A. Mayor's report: Matt Scott - Update

Township Committee wants the new library and will work with the Library Board to secure the grant. He asked if there was anything or any funding the township could assist with. Marilynn will email him information about the cost of permits and bonding. It would be good if the township would pick up those costs. Matt will have a Mayor's Committee for the Downtown Businesses. He sees the library as an anchor for the downtown. Brainerd Lake will be dredged late summer or early fall.

B. Chief School Administrator's Representative: Amy Dixon – Update

# **Cranbury Public Library Board of Trustees**

## **Meeting Minutes**

Laura Hoffman is filling Evelyn's place on the BOE. Karen Callahan remains the BOE President. BOE is working with the Environmental Commission on Sustainable Jersey. They will instill a no idling rule in the school parking lot.

### **10. TRUSTEE COMMITTEE REPORTS**

- A. Personnel: Chair–Patty Thomsson, Kirstie Venanzi, David Carroll -none
- B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin, David Carroll - none
- C. Policy and Planning: Chair– Ira Negin, Kirstie Venanzi, Patty Thomsson, Fred Dennehy  
Retreat scheduled for Saturday, February 29,2020 .Place to be determined.
- D. Nomination and Elections: Chair– Andre Mento, Dave Fletcher, Matthew Scott –see elected officers
- E. Special - Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Fred Dennehy - meeting on Thursday, January 16 to begin work on the LCBA application
- F. Special – Public Relations Committee: Chair –Andre Mento, Amy Dixon, David Carroll, Patty Thomsson

### **11. OLD BUSINESS**

- A. Proposed changes to 2020 Budget – see attached  
Motion to approve changes to the Personnel budget as outlined: Andre           Second: Fred  
Approved

### **12. NEW BUSINESS**

- A. New Jersey Library Construction Bond Act
  - 1. Fred's firm will look over the application.
  - 2. Frank Marlowe is available to help.
  - 3. Kirstie will sign up for the New Jersey Library Construction Bond Act Technical Assistance Webinar. Marilynn has already. Other Board members were encouraged to sign up as well.
- B. Annual audit  
The 2018 audit was presented by Anthony Barbera. He went over the audit in detail and said the books were perfect. He gave a clean opinion – the books presented fairly.  
Motion to accept the audit: Dave           Second: Ira    Approved

Marilynn and the Board felt the new auditor did a good job. He stated to Marilynn that he would be able to complete the 2019 audit in a timely manner. The Board has had the previous auditor, Gerald Stankiewicz, for over five years so it was decided that the Board engage Anthony Barbara for the 2019 audit.

- C. Trustee Training on Finances  
Marilynn presented information on finance laws for municipal libraries. (The Power Point presentation is to be published on library website.) She covered why it was important to reserve funds for Capital Projects.
- D. Resolution to reserve funds – see attached
- E. Public relations campaign – The PR firm CBA will present at the next Board Meeting.

### **13. CORRESPONDENCE**

- 1. Marilynn received an email stating the LCBA application was available.
- 2. Carole Johnson, Commissioner, Department of Human Services and Mary Chute, State Librarian, sent a letter regarding free Narcan for libraries. Marilynn was apprehensive about administering Narcan. Matt said there is no downside. If Narcan is given to an unconscious person it does no harm.

### **14. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT**

**15. CLOSED SESSION:** None

**16. ADJOURNMENT – 9:20**