

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

**REGULAR MEETING MINUTES**

July 13, 2017 – 7:30p.m.

Tom Gambino Room, Cranbury Public Library

**1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:32 p.m.**

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 5, 2016, 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**

Kirstie Venanzi, President  
Andre Mento, Vice-President  
David Fletcher, Secretary/Treasurer - excused  
Laurel Quinn, Chief School Administrator's Representative  
Dan Mulligan, Mayor's Representative from the Township Committee - absent  
Lorraine Sedor, Trustee - excused  
Ira Negin, Trustee  
Robin Black, Trustee - excused  
Nancy Whitcraft, Trustee - excused  
Michele Gittings, 1<sup>st</sup>Alternate Trustee, Recording Secretary

***Also Present:***

Marilynn Mullen, Director

**3. APPROVAL OF MINUTES**

- A. May 11, & June 8, 2017 Regular Meeting  
June meeting minutes: Motion: Andre 2<sup>nd</sup>: Ira All were in favor. Approved.
- B. May meeting minutes – There was no quorum at June meeting to approve.  
Dave Fletcher had written and asked that the minutes be approved with the addition of: Dave had asked Dan Mulligan to look into having the payments moved forward.

**4. TREASURER'S REPORT: Dave Fletcher**

- A. Recommended action on Bills Lists for June 30, 2017  
Motion: Kirstie 2<sup>nd</sup>: Ira  
All were in favor. Approved.
- B. Report – Budget and operating status as of June 30, 2017

**5. DIRECTOR'S REPORT: Marilynn Mullen**

- Report included in folder.
- A. Per attached report.
  - B. Laurel Quinn is moving in August and we will need a replacement for her on the board from the School Board. Everyone thanked Laurel for her service.
  - C. Laurel will donate CD's. Marilynn mentioned that Christmas CD's are best.
  - D. The new library construction plans went out to bid. An addendum went out today. 28 people have so far requested a bid package. Bids will be accepted July 26 when the public opening of the bids occurs.
  - E. Rollout Plan – one area of discussion is the middle school area and whether the high school area should be combined with adults.

- F. Marilyn discussed how LMxAC allows loans between participating libraries vs interlibrary loan. Also discussed the MURAL program.
- G. Sophia Milner will present on how to make veggie curry.

**6. YOUTH SERVICES LIBRARIAN'S REPORT: Marilyn Mullen**

Report included in folder.

- A. Per attached report.
- B. Summer debate club going well. 10 youth participants
- C. The children are really enjoying the Little Tykes library.

**7. SYSTEMS ADMINISTRATOR'S REPORT: Marilyn Mullen**

Report included in folder.

- A. Per attached report.

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

- A. Review "Annual Calendar of Events" –July, August
- B. Progress against Library Goals; Kirstie review of Trustee Manual is needed

**9. REPRESENTATIVES' REPORTS**

**A. Mayor's Representative: Dan Mulligan**

- 1. No report

**B. Chief School Administrator Representative: Laurel Quinn**

- 1. Graduation went well.
- 2. Susan sent email to board saying that the library went out to bid.

**C. Cranbury Public Library Foundation: Kirstie Venanzi**

- 1. Goal to raise \$50,00 by July 26, brick fundraiser is going well
- 2. Around \$150,000 to raise overall

**10. TRUSTEE COMMITTEE REPORTS**

**A. Personnel Committee:** Lorraine and Kirstie

No report.

**B. Finance Committee:** David, Andre, Ira

No report.

**Policy and Planning Committee:** Ira, Kirstie, Michele

- 1. Strategic plan revisions continue. Board chose what attachments to include in plan. Board of Trustees; History should be in attachment section; Roll out plan removed; Definition of committees left in; put online
- 2. With proposed revisions, motion to accept strategic plan, Motion: Ira 2<sup>nd</sup>: Michele All were in favor. Approved.
- 3. There will be a Township Committee meeting on August 14. Attendance is encouraged.

**D. Nomination and Election Committee:** Andre, Nancy, Robin

One alternate position open

**E. Special – Facilities Development Committee/Task Force:** Kirstie,

Andre, David, Michele

- A. Kirstie, Marilyn, Michael, and Michele met with Jeff Forrest to review rain garden.
- B. Meeting with Mark Berkowsky to prepare for bid openings on Tuesday, July 18

**F.Special – Public Relations Committee:** Lorraine, Nancy, Robin, Michele

- A. Will look into a motto.

11. **OLD BUSINESS**

- A. Strategic plan revisions – covered in Policy and Planning

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12. **NEW BUSINESS**

- A. Bid process for new library – need response 60 days after, bids are opened in public on July 26 at 11am in library
- B. Cranbury Day, September 9, we need ideas

13. **CORRESPONDENCE**

- A. Letter from lawyer on donation from estate of Donna Baumann

14. **OPEN DISCUSSION PERIOD**

15. **CLOSED SESSION - None**

16. **ADJOURNMENT AT 8:47 p.m.**

- Motion: Andre      2<sup>nd</sup>: Ira
- All were in favor.      Approved.

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,

*Michele Gittings*

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