

Cranbury Public Library

Board of Trustees

Meeting Minutes

January 10, 2019 - 7:30 p.m.

Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

Pursuant to provisions of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Public Library as follows:

Pursuant to provisions of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Public Library as follows: Dec. 20, 2018 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

Andre Mento, Vice-President – present

Dave Fletcher, Treasurer and Secretary - present

Dan Mulligan, Township Committee - absent

Evelyn Spann, Chief School Administrator's Representative - present

Michele Gittings – present

Ira Negin – present

Lorraine Sedor – present

Nancy Whitcraft - present

Also in attendance:

Marilynn Mullen, Director – present

Reports and minutes on file

3. SLATE OF OFFICERS

Andre Mento recommended officers for Board of Trustees for 2019 be constituted as –

Kirstie Venanzi – President

Andre Mento – Vice President

Dave Fletcher – Treasurer & Secretary

Moved: Ira Negin 2nd: Lorraine Sedor Passed: unanimous

4. APPROVAL OF MINUTES and BILLS TO BE PAID:

Action on the minutes of the December meeting, and Bills List for month ending 12/31/18

Moved: Dave Fletcher 2nd: Andre Mento Passed: unanimous

5. TREASURER'S REPORT:

Dave Fletcher reviewed the 2018 Budget and Operating status.

As there was an approx. \$24 K in net income for the year, Dave

recommended reserving \$20 K to the restricted Capital Reserve Fund account

6. DIRECTOR'S REPORT: Marilynn Mullen

A. Library Construction Bond – update

Marilynn Mullen informed the group of a number of recent correspondences relating to the Library Construction Bond, as follows:

> Christine Keresztury of the NJ State Library related that there is nothing new to report on the construction program. The Governor's Office will review the construction program draft regulations to make sure that they are in alignment with the Governor's policy and priorities and until his office has completed the review, the other state agencies will not begin theirs. So we are in a holding pattern.

DIRECTOR'S REPORT (continued):

> Tyler Honschke, Legislative aide to Assemblyman Wayne DeAngelo, also mentioned the awaiting of approval from the Governor's Office. Next steps after that would be the need for approval from the Attorney General's Office and the State's Bond Counsel before sending it over to the Office of Administrative Law. Mr. Honschke said he would reach out to both the NJ State Library and the Governor's Office to try to assist in moving the process forward

B. Members Service Specialist leaving the Library

Marilynn informed the Board that Elaine Saullo is leaving, and that a Position Available notice was placed on the Library's website and on the Library's listserv. Several resumes have already been received and are being reviewed.

C. Technology Specialist Jay Oliver has initiated the establishment of a Chess Club, which has already been well received by interested students

7. PRESIDENT'S REPORT: Kirstie Venanzi

Kirstie Venanzi informed the group about the timing of the Board Retreat, to be scheduled for Friday, February 8, immediately following the February Board of Trustees Meeting (See New Business)

Kirstie was contacted by Susan Genco and Nicole Petrone about changes to the lease agreement (See New Business).

Mayor Jay Taylor contacted Kirstie on New Year's Day to say that he would not be reappointing Robin Black; Michele Gittings is our new Trustee.

The Trustee Committees were assigned.

Kirstie has requested a sentence be added to the bylaws to allow the Vice President to run board meeting (See New Business)

8. REPRESENTATIVES' REPORTS: Kirstie Venanzi again suggests School Board and the Township Committee representatives send in brief notes prior to each BOT meeting so remarks can be incorporated into agenda, etc.

A. Mayor's report: Dan Mulligan - absent

B. Chief School Administrator's Representative: Evelyn Spann - No changes in the personnel on the School Board

C. Cranbury Public Library Foundation: Marilynn Mullen - Thank you letters for all 2018 donations have been sent. The Annual Foundation meeting is to be held on Monday, January 14

9. TRUSTEE COMMITTEE REPORTS:

A. Personnel: Chair-Lorraine Sedor, Kirstie Venanzi

Lorraine Sedor sent out evaluation forms in preparation for the review of the Library Director; the form is a little more comprehensive than previous versions. Lorraine has asked the BOT to fill out the forms in the next week or so in preparation for discussion at the next BOT meeting. The evaluations should be made in conjunction with the Progress to Goals which Marilynn has distributed

B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin No report

C. Policy and Planning: Chair- Ira Negin, Kirstie Venanzi, Michele Gittings Committee to review prospective By-Laws change in which BOT President can delegate running of BOT meetings to an appointee (see below) Additionally, discussion on absences from meetings to take place

D. Nomination and Elections: Chair - Andre Mento No report

E. Special - Facilities Development/Task Force: Chair - Kirstie Venanzi, Andre Mento, David Fletcher, Michele Gittings Waiting for Maser and Acari and Iovino to finish work, drawing. Meeting to be scheduled.

F. Special - Public Relations Committee: Chair - Nancy Whitcraft No report

10. OLD BUSINESS:

Change in By-Laws - Library Trustees – As was brought up in the previous meeting, the BOT discussed the change in the By-Laws eliminating the position of alternate BOT members

Moved: Dave Fletcher

2nd: Lorraine Sedor

Passed: unanimous

Michele Gittings abstained

11. NEW BUSINESS

A. Lease Agreement

Cranbury Public School has forwarded a prospective updated Lease Agreement to Cranbury Public Library. There are several areas for which potential revisions need to be addressed, including:

- > Use of premises – Childrens' section
 - > Participation in all drills (e.g., fire, security, evacuations)
 - > Tenant responsibilities
 - > Sections dealing with liability, insurance, indemnification and default
- Kirstie suggested forwarding the updated document to CPL's lawyers, especially in conjunction with liability, insurance, etc.

B. Resolution 2019-1 Reserving Funds

As mentioned above, the BOT discussed reserving \$20 K to the restricted Capital Reserve Fund account

Moved: Dave Fletcher

2nd: Ira Negin

Passed: unanimous

C. Change in By-Laws –

BOT president to be able to delegate running of BOT meetings

Current Section 3.3 of the By-Laws states that it is the responsibility of the BOT President to preside over all meetings of the Board. Kirstie Venanzi suggested amending this section in order to allow a delegate to preside over meetings. In this way, the President can focus more specifically on meeting matters, possibly take minutes, and otherwise free up to provide guidance, etc.

A revision to the Trustee By-Laws incorporating this change to be addressed in a subsequent meeting

Allowable absences from BOT meetings to be discussed at a subsequent meeting

D. Marilyn Mullen brought up fire drills at Cranbury School and interaction with CPL

E. Topics to be discussed at Retreat include the following –

- > NJLA presentation on NJ Construction Bond Act
- > Strategic Plan Work Session
- > Review of annual goals for 2018 and set goals for 2019
- > Session/refresher on reading the Treasurer's Report

12. CORRESPONDENCE

Marilyn Mullen brought up correspondence relating to the NJ Construction Bond Act as part of her discussion in the Director's Report portion of the meeting (see above)

13. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT

A. Nancy Whitcraft discussed the non-reappointment of Robin Black as a Trustee, as

Mayor Jay Taylor wanted a representative from the Prospect Street area to be a permanent BOT member. Nancy suggests that Mayor Taylor come to the next BOT meeting in order to hear about his expectations from the BOT and its future members.

B. Evelyn Spann asked the BOT what the Cranbury School can do to improve CPL's space to make it more welcoming and help improve CPL's facilities for as long as CPL remains a tenant

14. ADJOURNMENT 8:55 p.m.

Minutes recorded by Ira Negin