

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

**REGULAR MEETING MINUTES**

January 11, 2018 – 7:30p.m.

Tom Gambino Room, Cranbury Public Library

**1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:35 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 4, 2017, 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 – Present

Andre Mento, Vice-President – Present

David Fletcher, Secretary/Treasurer - Present

Evelyn Spann, Chief School Administrator's Representative – Late, 7:40pm

Dan Mulligan, Mayor's Representative from the Township Committee - Excused

Lorraine Sedor, Trustee - Excused

Ira Negin, Trustee - Present

Robin Black, Trustee - Excused

Nancy Whitcraft, Trustee - Present

Michele Gittings, 1<sup>st</sup> Alternate Trustee, Recording Secretary – Present

Theresa Vaccaro, 2<sup>nd</sup> Alternate Trustee - Present

***Also Present:***

Marilynn Mullen, Director

**3. APPROVAL OF MINUTES**

A. Review and action on the minutes of the December regular meeting

i. Reviewed the approval of the new PTO policy

ii. Changes to the minutes proposed:

a. Include the vote on the PTO policy

b. Clarify the Chief School Administrator Representative's report that there was an Addendum to the Memorandum of Agreement as opposed to just a Memorandum of Agreement

c. Motion to approve the minutes with changes: David, 2<sup>nd</sup>:  
Andre, All approve.

iii. Dave noted that the action taken in closed session at the December meeting of the Board to approve a special one-time payment in the form of a gift card to all employees is not recorded in any minutes. Discussion followed and a motion was made by Dave, seconded by Andre, and approved unanimously to confirm for the record that the Board did approve an expenditure in the amount of \$3,500 to purchase gift cards for all employees in appreciation of their support and good work during the year. It was noted that salary increases were not approved when the 2017 budget was prepared due to the anticipated need for financial constraints resulting from an appropriation shortfall. This expenditure was financed from gains in year-end net income to be divided into gift cards in a manner to be determined by Marilynn.

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

- A. Recommended action on Bills Lists for month ending December 31, 2017
  - a. Dave reported that he reviewed the December invoices, co-signed the checks, and reported that they were all in order. He noted a check in the amount of \$3,200 to reimburse Marilynn for the employee gift cards which she purchased at no cost from her credit union.

Motion to approve payments: Ira 2<sup>nd</sup>: Nancy

- i. All were in favor. Approved.
- ii. Dave reported that all was in order. Bills have been paid.

- B. Report (included separately) – Budget and operating status as of December 31, 2017
  - i. Dave referred to the financial statements distributed to the Board. He noted that the Balance Sheet as of December 31<sup>st</sup> is strong. Regarding the Statement of Revenue and Expenses, he noted that total income for the year was \$4,571 over budget and expenses were \$3,795 under budget. The net income for 2017 was \$8,367. Dave commended Marilynn for effectively managing expenses during the year.

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

Report included in folder.

6. **COMMUNITY EDUCATION SPECIALIST REPORT: Marilynn Mullen**

Report included in folder.

7. **TECHNOLOGY SPECIALIST REPORT: Marilynn Mullen**

Report included in folder.

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

- A. Review "Annual Calendar of Events" January, February
- B. The oath of office was administered for Theresa Vaccaro before the start of the Board of Trustee meeting on January 11, 2018.
- C. Year-end attendance records need to be sent to the Township Clerk.
- D. Fines and fees were revisited and remain the same. Patrons enjoy the email reminders. Marilynn takes the opportunity with new sign ups to introduce them to the monthly library newsletter distributed by email.
- E. The annual retreat will be planned, to be discussed later.
- F. The annual audit was initiated.
- G. The NJ State Library has hired someone to help with the process for the construction bond referendum as well as to provide assistance with the applications. There will be a comment period after the criteria have been disclosed.
- H. Kirstie spoke with Dan Mulligan. Dan appointed Jay Taylor to work with him on a subcommittee to fill out the application for the construction bond. There is no news on the Middlesex County Stormwater Maintenance Agreement, but Dan said that he will look into it and get back to us.

9. **REPRESENTATIVES' REPORTS**

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

- i. No report

**B. Chief School Administrator Representative: Evelyn Spann**

- i. The reorganization meeting for the Cranbury School Board of Education was held last Monday. Four people were sworn in. Amy Dixon and Lisa Rue are new board members who were sworn in for a 3-year term. Peter Katz has replaced Laurel Quinn and has been sworn in for a 1-year term. Evelyn Spann was sworn in for another 3-year term. Evelyn will remain the board's library representative as well as the liaison to the Princeton Public School System. Karen Callahan is the new Board President and Pramod Chivate is the new Board Vice President.
- ii. Steve Cochrane will be coming to the Cranbury School, Large Group Room, on January 18 at 7pm to discuss upcoming changes including changes to the academic year, start and end times, and class schedules. He has also been holding discussions in Princeton with regards to a bond referendum for facilities changes.
- iii. Strategic planning at Cranbury School continues with discussions on stress reduction and homework.

**C. Cranbury Public Library Foundation: Marilyn Mullen**

- i. No report

**10. TRUSTEE COMMITTEE REPORTS**

**A. Personnel Committee:** Chair-Lorraine Sedor, Kirstie Venanzi

- i. No report

**B. Finance Committee:** Chair-**David Fletcher, Andre Mento**, Ira Negin

- i. Update discussed earlier

**C. Policy and Planning Committee:** Chair-Ira Negin, **Kirstie Venanzi**, Michele Gittings

- i. No report

**D. Nomination and Election Committee:** Chair-**Andre Mento**, Robin Black, Nancy Whitcraft

- i. No new nominations for officers were offered and those in current positions agreed to stay. A motion for acceptance of Kirstie Venanzi as President, Andre Mento as Vice President, David Fletcher as Secretary/Treasurer, and Michele Gittings as Recording Secretary was offered by Andre and seconded by Nancy. Approved.

**E. Special – Facilities Development Committee/Task Force:** Chair-**Kirstie Venanzi**, Andre Mento, David Fletcher, Michele Gittings

- i. Waiting for criteria to be disclosed on construction bond referendum
- ii. No update on the stormwater agreement

**F. Special – Public Relations Committee:** Chair-, **Lorraine Sedor**, Nancy Whitcraft, Robin Black

- i. Lorraine will work on talking points for the Township Committee regarding the new library, using point from the Foundation as a basis.

**11. OLD BUSINESS**

- A. County Planning Board's Storm Water Maintenance Agreement – We are tabling until next month.

**12. NEW BUSINESS**

- A. Theresa was sworn in as an Alternate Trustee before the meeting.
- B. News on the Library Board Referendum was discussed earlier.
- C. The retreat will be on January 26, 2018 at 5:30pm in the library. It will be a potluck dinner. Marilyn will put together training for the board. The topic of library law was offered as a possibility.
- D. Andre offered that Frank Marlowe has planned for Wayne DeAngelo to speak at next month's Lion's Club meeting, from 7-9pm on February 7, 2018 at Teddy's. The cost is \$22/person and includes dinner. There may be an option to come without dinner. Assemblyman DeAngelo sponsored the Library Construction Bond Referendum. Andre suggested that board members attend and will send an email with information. Dave suggested that those who attend should introduce themselves as Library Board members.

**13. CORRESPONDENCE**

- A. There was a letter from LMX that asked for Library Boards to vote on 2 proposed budgets – Budget 1 increasing the dues from \$100 to \$125 and Budget 2 having no increase. Marilyn suggested approval of Budget 1. Andre motioned for approval of Budget 1, Kirstie seconded, all were in favor.
- B. Marilyn will meet with other directors next week to discuss meeting with the county Freeholders.
- C. On January 8, Governor Christie signed a bill allowing libraries to request an increase in funding beyond the maximum to be voted upon during the election.
- D. Kirstie and Marilyn both received thank you notes from staff members for the gift cards and approval of the new PTO policy. Kirstie shared a thank you from Kathy Lehr and Jan Murphy.

**14. OPEN DISCUSSION PERIOD**

- A. Ira offered an insight to an overall trend in decreasing circulation with increasing attendance at libraries, including Cranbury Library, to be in agreement with a shift in the role of the public library.

**15. CLOSED SESSION**

- A. Motion to go into closed session at 8:55pm: Ira, 2<sup>nd</sup>: Nancy, All in favor.
- B. Motion to exit closed session at 9:00pm: Evelyn, 2<sup>nd</sup>: Ira, All in favor.

**16. ADJOURNMENT AT 9:00 p.m.**

Motion: David            2<sup>nd</sup>: Andre  
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*