

Cranbury Public Library Board of Trustees
Meeting Minutes
October 10, 2019 - 7:30 p.m.
Gambino Room, Cranbury Public Library

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

The meeting was called to order at 7:32.

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

Ira Negin – present

Andre Mento, Vice-President – absent

David Carroll - present

Dave Fletcher, Treasurer and Secretary - present

Fred Dennehy – present

Dan Mulligan, Township Committee - present

Patty Thomsson - present

Amy Dixon, Chief School Administrator's Representative – present

Also to be present:

Marilynn Mullen, Director – present

3. CONSENT AGENDA:

A. Action on the minutes of the September meeting

B. Action on Bills List for month ending 9/30/2019

Motion to approve consent agenda: Patty Second: Ira Approved

5. TREASURER'S REPORT:

A. Report - Budget and Operating Status as of 9/30/2019

Strong balance sheet. Personnel is under budget and will remain under budget. Other expenses such as Periodicals will catch up next month. Audit will be delayed until December.

6. PRESIDENT'S REPORT: Kirstie Venanzi

A. Township appropriation for library is up \$ 54,000 for 2020.

B. People using the library statistic is up in 2019 over 2018.

C. Kirstie was notified of a whistleblower email sent to Jay Taylor and Dan Mulligan`. As per township lawyer recommendation nothing was discussed about the letter but Kirstie asked the Board if she could consult our attorney.

Motion to consult attorney: Dave F. Second: Fred Approved

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

To make the notification process easier Dave C. suggested we require emails on all library memberships.

8. TECHNOLOGY SPECIALIST REPORT: Marilynn Mullen - see attached

9. REPRESENTATIVES' REPORTS:

A. Mayor's report: Dan Mulligan – Recapped meeting with Jay Taylor, Kirstie, Marilynn and Mark Berkowsky. At the meeting we discussed possible cash flow problems if we receive the state grant but the funds are not paid by the state in a timely manner. Dan suggested the township could help out here.

B. Chief School Administrator's Representative: Amy Dixon - School had successful back to school nights.

10. TRUSTEE COMMITTEE REPORTS

A. Personnel: Chair–Patty Thomsson, Kirstie Venanzi, David Carroll – Time to begin the Director's evaluation process

- B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin, David Carroll – Draft budget process can begin now that we have the 2020 appropriation amount.
- C. Policy and Planning: Chair– Ira Negin, Kirstie Venanzi, Patty Thomsson, Fred Dennehy – see New Business B.
- D. Nomination and Elections: Chair– Andre Mento, Dave Fletcher, Dan Mulligan -none
- E. Special - Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Fred Dennehy - none
- F. Special – Public Relations Committee: Chair –Andre Mento, Amy Dixon, David Carroll, Patty Thomsson - none

11. OLD BUSINESS

- A. Cranbury School Library – Overdue CPL book issues
Marilynn had suggestions for going forward
 - 1) Add teacher email addresses to Faculty cards so that they get reminders at intervals of coming due/overdue books.
 - 2) Add parent email addresses to Student cards so that parents get reminders at intervals of coming due/overdue books.
 - 3) Develop a process to see that all books are returned prior to the end of the school year.

12. NEW BUSINESS

- A. New Jersey Library Construction Bond Act – no change
- B. Conflict of Interest Policy - see attached
Motion to approve Conflict of Interest Policy: Kirstie Second: Dan Approved
- C. 2020 Calendar – Board of Trustee meetings
 - 1) There was discussion on the number of days the library would be closed. The Board asked for more information on what days other libraries are closed. This item was tabled until the next meeting.
 - 2) The dates of the 2020 Board Meetings were fine but a suggestion was made to start the meetings at 7:00 rather than 7:30. Kirstie will check with Andre who was not present.

13. CORRESPONDENCE

Grounds For Sculpture has announced the discontinuation of their Library Pass Program. Our two library passes are good through June 15 and will be honored until then. GFS was heavily subsidizing the program and can no longer afford to do that. Marilynn has written an article for the Chronicle with the details from GFS.

14. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT - none

15. ADJOURNMENT – 8:45