Cranbury Public Library  
Board of Trustees  
Regular Meeting Minutes  
October 11, 2018 – 7:30 p.m.  
Gambino Room, Cranbury Public Library  
Meeting called to order at 7:30 p.m.

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 Cranbury Public Library as follows: Dec. 4, 2017 notice for this meeting was sent to the Cranbury Press, Home News Tribune, Township Clerk, and posted in the Cranbury Public Library.

2. INTRODUCTION OF BOARD OF TRUSTEES
   Kirstie S. Venanzi, President – Present  
   Andre Mento, Vice-President – Present  
   David Fletcher, Treasurer/Secretary – Present  
   Dan Mulligan, Township Committee – Excused  
   Evelyn Spann, Chief School Administrator’s Representative – Late, 7:34pm  
   Robin Black – Late, 7:42pm  
   Ira Negin – Present  
   Lorraine Sedor – Excused  
   Nancy Whitcraft – Present  
   Michele Gittings, 1st Alternate, Recording Secretary – Late, 7:34pm  
   Theresa Vaccaro, 2nd Alternate – Present

   Also present:  
   Marilynn Mullen, Director

3. APPROVAL OF MINUTES:
   A. Review and action on the minutes of the September meeting
      September Meeting Minutes:  
      APPROVED by consensus

4. TREASURER’S REPORT
   A. Recommended action on Bills List for month ending 09/30/2018
      David stated that he reviewed the bills for the month of September, signed the related checks and found everything to be in order.  
      Motion to accept the Bills List as presented: David  2nd: Andre  All in favor.  APPROVED
   B. Report – Budget and Operating Status as of 09/30/2018
      David reviewed the financial status and said that the balance sheet was still strong. The Statement of Revenues shows that the Township is lagging in appropriations by around 40k which will correct the loss in the revenues as compared to budget.
5. **DIRECTOR’S REPORT: Marilynn Mullen**  
   A. Report attached  
   B. Evelyn asked for clarification on how appropriations work. Marilynn gave an explanation.  
   C. Marilynn discussed staff planning for when Jan Murphy retires to cover her responsibilities.  
   D. Nancy asked about movie nights. Marilynn and Theresa discussed what has been done in the past in the library and with the recreation department.  
   E. Marilynn gave a reflection on using JerseyConnect. Good qualities include a good platform, it is run by the State Library, it is more secure, and more comfortable. Board members generally have found the new system to work well, but some mentioned difficulties in setting up a forwarding address and with logging in.

6. **COMMUNITY EDUCATION SPECIALIST’S REPORT: Marilynn Mullen**  
   A. Report attached.

7. **TECHNOLOGY SPECIALIST’S REPORT: Marilynn Mullen**  
   A. Report attached.

8. **PRESIDENT’S REPORT: Kirstie Venanzi**  
   A. Review “Annual Calendar of Events” October, November  
      i. Tom Widener along with other members of the Parks Committee and the Library Board will be meeting to discuss land use around the new library.  
      ii. Maser Engineering is continuing to work on changes in the site plan, including removing the sidewalk on the north side of the building, adding a patio to the back of the library, adding a landing to the back door, and moving the rain garden closer to the baseball field.  
      iii. The 3rd quarter attendance record was sent to the Township Clerk.  
      iv. Kirstie decided that minutes would no longer be taken by board members and is looking for a new recording secretary. Several board members provided suggestions.  
      v. Candidate’s Night was last Tuesday and was well attended.

9. **REPRESENTATIVES’ REPORTS:**  
   A. Mayor’s Report: Dan Mulligan – Update  
      i. None  
   B. Chief School Administrator’s Representative: Evelyn Spann – Update  
      i. The School Facilities Committee met and talked about the library carpet and wrinkles from previous cleaning and did work to lessen some of the bumps. In the future they will clean the carpet over winter break to allow heat from the heating system to help dry the carpet and, therefore, improve recovery.  
      ii. There was an electrical punch list done for the whole building.  
      iii. The school is exploring options of having 4 day work weeks during the summer to save energy.  
   C. Cranbury Public Library Foundation: Marilynn Mullen – Update  
      i. The Foundation is still accepting donations for bricks.
ii. Wayne Whitman is having an event for organizations at the Cranbury Inn. There was a discussion on the appropriateness of attendance.

10. TRUSTEE COMMITTEE REPORTS:

A. Personnel: Chair – Lorraine Sedor, Kirstie Venanzi, Theresa Vaccaro
   i. The committee needs to review procedures for annual review of the director.
B. Finance: Chair – Dave Fletcher, Andre Mento, Ira Negin
   i. Covered earlier
C. Policy and Planning: Chair – Ira Negin, Kirstie Venanzi, Michele Gittings, Theresa Vaccaro
   i. A discussion on the Strategic Plan is covered in New Business.
D. Nomination and Elections: Chair – Andre Mento
   i. Board members are to tell Andre if they are interested in a certain position or subcommittee for next year.
E. Special – Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Michele Gittings
   i. None
F. Special – Public Relations Committee: Chair - Nancy Whitcraft, Robin Black
   i. A discussion ensued about how to keep the new library in people’s minds. A new sign has been installed on the property. A mailing with an update is a possibility, but finances for doing this would need to be reviewed. It was decided to wait until there was new information to report before mailing.

11. OLD BUSINESS

A. None

12. NEW BUSINESS

A. Library Construction Bond – Update in attached Director’s Report
B. The Strategic Plan was discussed. Topics included grammar, safety, funding, furniture, the school, and the library entrance. Theresa volunteered to assist in making changes. A vote on accepting the Strategic Plan was tabled until November.
C. The calendar of Board Meetings for 2019 was discussed. The board discussed moving the February 14, 2019 meeting to February 8, 2019 and combining it with the annual retreat to start at 5:30pm. Nancy motioned for this change and Robin seconded. All agreed.

13. CORRESPONDENCE

A. Beth Veghte wrote a letter thanking the library for their participation on Cranbury Day.
B. Jennifer Stovasa contacted the library about possible training for staff and the community on opioids. The training included recognizing signs and learning how to respond. A $300 donation is suggested and includes an auto-injector kit. A discussion ensued on the usefulness of a program at the library and whether Cranbury ETS could also provide the service. Library staff are currently trained in defibrillator use and CPR. Evelyn will share this information with the school. The possibility of a joint program was discussed along with sharing the cost between the school and library.
14. OPEN DISCUSSION PERIOD
   A. Theresa and Kirstie gave an update on information learned about parking spots for electric vehicles. Such parking spots do not have to be dedicated, but the possible number of parking spots could be reduced. Further research also reconfirmed a lower cost to put in lines before construction.
   B. Evelyn discussed the School's Long Range Facilities Plan. All plans include the public library remaining inside the school for as long as they like.

15. ADJOURNMENT
   A. A motion was made to adjourn: David 2nd: Ira All in favor. APPROVED
      Meeting was adjourned at 8:52 pm.

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
Recording Secretary