

**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, 1<sup>st</sup> Alternate, Recording Secretary – Late, 7:34pm  
Theresa Vaccaro, 2<sup>nd</sup> 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 2<sup>nd</sup>: 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: Marilyn Mullen**

- A. Report attached
- B. Evelyn asked for clarification on how appropriations work. Marilyn gave an explanation.
- C. Marilyn discussed staff planning for when Jan Murphy retires to cover her responsibilities.
- D. Nancy asked about movie nights. Marilyn and Theresa discussed what has been done in the past in the library and with the recreation department.
- E. Marilyn 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: Marilyn Mullen**

- A. Report attached.

**7. TECHNOLOGY SPECIALIST'S REPORT: Marilyn 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 3<sup>rd</sup> 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: Marilyn 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 2<sup>nd</sup>: 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