

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

October 12, 2017 – 7:30p.m.

Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:35p.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 5, 2016, 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 - excused

Andre Mento, Vice-President – present, officiated

David Fletcher, Secretary/Treasurer - present

Evelyn Spann, Chief School Administrator’s Representative - absent

Dan Mulligan, Mayor’s Representative from the Township Committee - excused

Lorraine Sedor, Trustee - excused

Ira Negin, Trustee - present

Robin Black, Trustee - present

Nancy Whitcraft, Trustee - present

Michele Gittings, 1stAlternate Trustee, Acting Board Secretary - present

Also Present:

Marilynn Mullen, Director

3. APPROVAL OF MINUTES

A. Review and action on the minutes of the September 14, 2017 regular meeting

i. Approved by consensus

4. TREASURER’S REPORT: Dave Fletcher

A. Recommended action on Bills Lists for month ending September 30, 2017

Motion: Nancy 2nd: Michele

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 September 30, 2017

i. Certain periodicals have been paid for in advance for one year.

5. DIRECTOR’S REPORT: Marilynn Mullen

Report included in folder.

A. Robin mentioned that some members of community-at-large are still unaware of the CBA.

B. David suggested putting information in the Four Seasons bulletin.

C. Marilynn will check with Cranbury School to see if they will allow a flyer.

6. YOUTH SERVICES LIBRARIAN’S REPORT: Marilynn Mullen

Report included in folder.

7. **SYSTEMS ADMINISTRATOR'S REPORT: Marilyn Mullen**
Report included in folder.
8. **PRESIDENT'S REPORT: Andre Mento#**
 - A. Review "Annual Calendar of Events" October, November
 - B. We need to touch base with the auditor to get a contract.
 - C. It is soon time for the annual director review.
 - D. It is time to prepare a budget for 2018.
 - E. 2018 Calendar Motion to approve: David 2nd: Nancy
All in favor. Approved.
9. **REPRESENTATIVES' REPORTS**
 - A. Mayor's Representative: Dan Mulligan**
 - i. No report
 - B. Chief School Administrator Representative: Evelyn Spann**
 - i. No report
 - C. Cranbury Public Library Foundation: Marilyn Mullen**
 - i. The Foundation is still selling bricks.
 - ii. The Foundation is waiting to see how NJ votes on the Library Bond Ballot question to determine how to proceed. They are educating others about the bond.
10. **TRUSTEE COMMITTEE REPORTS**
 - A. Personnel Committee:** Lorraine and Kirstie
 - i. No report
 - B. Finance Committee:** David, Andre, Ira
 - i. They are waiting to hear about the 2018 appropriation amount.
 - C. Policy and Planning Committee:** Ira, Kirstie, Michele
 - i. No report
 - D. Nomination and Election Committee:** Andre, Nancy, Robin
 - i. One alternate position open, send ideas to Andre.
 - E. Special – Facilities Development Committee/Task Force:** Kirstie, Andre, David, Michele
 - i. See notes in folder.
 - ii. Dave states that the percentage of voters that vote yes on the Construction Bond Act (CBA) is a helpful indicator to township of community support for new library.
 - F. Special – Public Relations Committee:** Lorraine, Nancy, Robin, Michele
 - i. Robin suggested having a Referendum Party on a Friday night.
 - ii. Robin and Nancy suggest edits to poster and notes on NJ CBA
 - iii. Nancy suggested having a story time for the blind and ESL patrons.
 - iv. Nancy and Robin offer to talk with Cranbury School about correspondence.
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11. **OLD BUSINESS**
None

12. **NEW BUSINESS**

- A. Kirstie and Marilyn will talk with Dan about the County Planning Board's Storm Water Maintenance Agreement.
- B. As end of year approaches, the Trustees need to complete their yearly training. Marilyn trained all present at the meeting on the NJ Construction Board Referendum. Time spent with the auditor also trained us.
- C. We are requesting a proposal from Anthony Iovino to help us with the grant application.

13. **CORRESPONDENCE**

- A. Letter from Libraries of Middlesex County to vote for officers
Motion: Ira 2nd: Andre All in favor. Approved.#

14. **OPEN DISCUSSION PERIOD**

- A. ESL for Middlesex County started an outreach program called Literacy NJ which has expanded to all of New Jersey. Should the Libraries of Middlesex support Literacy NJ by donating \$1,000?
- B. David attended a Library Leadership breakfast.

15. **CLOSED SESSION**

None

16. **ADJOURNMENT AT 8:52 p.m.**

Motion: David 2nd: Robin
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