

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

**REGULAR MEETING MINUTES**

November 9, 2017 – 7:30p.m.

Tom Gambino Room, Cranbury Public Library

**1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:35 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 2, 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 – present  
Andre Mento Vice-President –present  
David Fletcher, Treasurer - present  
Evelyn Spann, Chief School Administrator’s Representative - present  
Dan Mulligan, Mayor’s Representative from the Township Committee -absent  
Lorraine Sedor, Trustee - present  
Ira Negin, Trustee - present  
Robin Black, Trustee - excused  
Nancy Whitcraft, Trustee - absent  
Michele Gittings, 1<sup>st</sup>Alternate Trustee, Acting Board Secretary - excused

***Also Present:***

Theresa Vaccaro, Guest  
Marilynn Mullen, Director

**3. APPROVAL OF MINUTES**

A. Review and action on the minutes of the October 12, 2017 - approved by consensus

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

A. Recommended action on Bills Lists for month ending October 31, 2017  
Motion: D. Fletcher Second: A. Mento to accept Treasurer’s Report as presented  
B. Report -Financial statement reflects \$7,000 shortfall due to lag in payment to the library by the township. Books and periodicals are over budget; however this item was budgeted lower than usual. C. E. Spann questioned whether the financials were subject to audit. D. Fletcher - yes, finances are audited annually.

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

Report included in folder.  
A. The bond act passed with good support here in town. Criteria for how the bond money will be distributed has not been announced yet. We will need to put construction out to bid again.  
B. Since Middlesex County does not have a county library system, LMx plans to approach the Middlesex County Board of Chosen Freeholders about possible monetary support.  
C. The Library’s appropriation will be increased by \$44,000 next year. Discussion included whether it would allow Library to re-open Sundays. K. Venanzi asked for a cost analysis of being open Sundays at present facility.

Other discussion included using part of the increase for salaries and to increase the book budget.

D. The Library calendar was presented. Motion to approve amended calendar: D. Fletcher; Second, I. Negin. Motion carried.

E. Other discussion included:

- a. Program attendance is up this year
- b. Circulation is down two years in a row. M. Mullen noted this is a trend nationwide as people use libraries differently than in the past.

6. **YOUTH SERVICES/COMMUNITY OUTREACH LIBRARIAN'S REPORT: Marilynn Mullen**

- A. The Grandpals program is in need of volunteers.
- B. There was strong turnout for Dr. Lou Mitchell's program on the Reformation.
- C. Library participated in Arts Council's Halloween Festival. Thanks to Nancy Whitcraft for her help.
- D. J. Murphy's report listed recent programs and upcoming events for 2018.

7. **SYSTEMS ADMINISTRATOR'S REPORT: Marilynn Mullen**

- A. Library now uses Google Analytics
- B. "Tech Talk" at Four Seasons and STEM programs in December

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

- A. Review "Annual Calendar of Events" included a reminder that our annual retreat is coming up. Kirstie will come up with suggested dates.
- B. Kirstie noted Five Things to be Thankful for this holiday:
  - a. \$44,000 funding increase
  - b. Passage of the Bond Act
  - c. Cranbury's support of the Bond Act
  - d. The election of Matt Scott, a strong supporter of the new library
  - e. Township Committee now on board and eager to get the library started
- C. Kirstie thanked Andre for running the last meeting.

9. **REPRESENTATIVES' REPORTS**

**A. Mayor's Representative: Dan Mulligan - Absent; No report sent**

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

- a. New board members elected - Amy Dixon and Lisa Rue
- b. Reiterated that the School Board could not endorse the library due to ethical concerns

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

- a. The brick campaign is still running; no other fundraising at this time

10. **TRUSTEE COMMITTEE REPORTS**

**A. Personnel Committee: Chair - Lorraine Sedor**

- a. Kirstie, Lorraine and Marilynn to meet to discuss PTO and salaries. Will come back with recommendations at the next meeting.

**B. Finance Committee: Chair - David Fletcher**

- a. The committee will be meeting shortly.

**C. Policy and Planning Committee: Chair - Ira Negin**

- a. Retreat dates for consideration to be announced.

**D. Nomination and Election Committee: Chair - Andre Mento**

a. Nominations "under control." Anyone interested in an officer position, please speak to Andre.

b. Theresa Vaccaro expressed interest in joining the board.

**E. Special – Facilities Development Committee/Task Force: Chair- Kirstie Venanzi**

a. Committee is exploring whether to install a metal roof on the new building.

**F. Special – Public Relations Committee: Chair- Lorraine Sedor**

a. Lorraine was asked to provide the Township Committee with "talking points" about the value of the new library.

**11. OLD BUSINESS**

A. County Planning Board's Storm Water Maintenance Agreement - No report

B. Libraries of Middlesex Vote - Trustees were in agreement that LMx should no longer financially support Literacy NJ as it was now off the ground and was no longer a project of LMx.

**12. NEW BUSINESS - None**

**13. CORRESPONDENCE - None**

**14. OPEN DISCUSSION PERIOD**

A. The new library project is "shovel ready" and at the top of Anthony's list, although the bid needs a bit of tweaking. Now would be a good time to consider tech and A/V needs, but a little too early to begin furniture shopping.

B. Additional discussion centered on the future of the school library.

**16. ADJOURNMENT AT 8:50 PM**

Motion by A. Mento; Second by I. Negin

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,

*Lorraine Sedor, Acting Secretary*