

Cranbury Public Library Board of Trustees
Meeting Minutes
December 13, 2019 - 7:30 p.m.
Gambino Room, Cranbury Public Library

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 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	– present	David Carroll	- present
Dave Fletcher, Treasurer and Secretary	– present	Fred Dennehy	– absent
Dan Mulligan, Township Committee	– absent	Patty Thomsson	- present
Amy Dixon, Chief School Administrator’s Representative	– absent		

Also to be present:

Marilynn Mullen, Director – present

Michael Ferrante– present

3. CONSENT AGENDA:

A. Action on the minutes of the November 14 meeting

Motion to approve minutes: Patty Second: Ira Approved

B. Action on Bills List for month ending 11/30/2019

Motion to pay bills: Andre Second: Ira Approved

4. TREASURER’S REPORT:

A. Report - Budget and Operating Status as of 11/30/2019

Very strong balance sheet at \$536,683.82. All expense accounts are under budget. Personnel is low due to unfilled positions earlier in the year. As of now we are showing a net income of \$7,170.85.

5. PRESIDENT’S REPORT: Kirstie Venanzi

Kirstie reviewed the Calendar of Events. Policy and Planning Committee need to plan the 2020 retreat.

6. DIRECTOR’S REPORT: Marilynn Mullen - see attached

The Foundation annual meeting is scheduled for January 13, 2020 at 7:00 p.m. Patty proposed Jennifer Diamond be asked to be a Foundation Director. Patty will call her and ask if she is interested.

7. TECHNOLOGY SPECIALIST REPORT: Marilynn Mullen – see attached

8. REPRESENTATIVES’ REPORTS:

A. Mayor’s report: Mike Ferrante

We hope 2020 will be the “year of the library”. Dredging of the lake will probably start in September. Barbara Rogers is applying to the Complete Streets Technical Assistance Program for a community streets audit of walking and biking paths. The library will write a letter of support.

B. Chief School Administrator’s Representative: Amy Dixon - none

David asked if the long overdue books on the school cards have been returned. Marilynn replied they are still outstanding.

9. TRUSTEE COMMITTEE REPORTS

A. Personnel: Chair–Patty Thomsson, Kirstie Venanzi, David Carroll
Discussion in closed session.

B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin, David Carroll

The Committee is presenting a 2020 budget for approval.

C. Policy and Planning: Chair– Ira Negin, Kirstie Venanzi, Patty Thomsson, Fred Dennehy - none

D. Nomination and Elections: Chair– Andre Mento, Dave Fletcher, Dan Mulligan

A slate of new officers is needed for the January meeting.

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E. Special - Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Fred Dennehy -Waiting on NJCBA application.

F. Special – Public Relations Committee: Chair –Andre Mento, Amy Dixon, David Carroll, Patty Thomsson

Discussion under new business.

10. OLD BUSINESS

12. NEW BUSINESS

A. New Jersey Library Construction Bond Act

The application is still not out. There is speculation that the NJSL is waiting until January.

B. Annual audit

Anthony Barbera of Barbera & Barbera CPAs is working on the 2018 audit to have it completed by year's end. He is contacting Marilyn when he has questions or needs clarification.

C. Budget for 2020

Dave Fletcher presented the budget for Board consideration. (Budget attached.) He went through major line items and he and Marilyn answered questions. Marilyn also mentioned that there is a possibility that there will be 27 pay periods in 2020. She will talk with Denise Marabello about that possibility. If that is correct the account line for wages may need to be adjusted.

Motion to approve 2020 budget: Dave F. Second: David C. Approved

D. Public relations campaign

Kirstie reported on a meeting she, Andre, and Eman El-Badawi had with the firm of CMA, West Windsor NJ. Some Board Members questioned the cost of hiring a PR firm. It was decided that we need to identify one or more PR firms that work with libraries specifically to get other proposals and cost estimates.

13. CORRESPONDENCE

Bertram Busch, our attorney, wrote a letter to say he is retiring from the practice of law. Marilyn will respond and ask if he has any attorneys he would recommend to us.

14. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT

15. CLOSED SESSION: Personnel –

Motion to go into closed 9:05 p.m.: Kirstie Second: Patty Approved

Motion to come out of closed 9:33: Kirstie Second: Andre Approved

16. ADJOURNMENT - 9:34 - consensus