

## **Cranbury Public Library**

### **Board of Trustees**

### **Meeting Minutes**

**December 13, 2018 - 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:

**Pursuant to provisions of the Open Public Meeting Act, adequate notice of this meeting has been provided by the 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 Public Library.**

#### **2. INTRODUCTION OF BOARD OF TRUSTEES –**

Kirstie S. Venanzi, President - present

Andre Mento, Vice-President – present

Dave Fletcher, Treasurer and Secretary - present

Dan Mulligan, Township Committee - absent

Evelyn Spann, Chief School Administrator's Representative - present

Robin Black - absent

Michele Gittings – present

Ira Negin – present

Lorraine Sedor – present

Nancy Whitcraft - absent

Theresa Vaccaro – present

Also in attendance:

Marilynn Mullen, Director – present

*Reports and minutes on file*

#### **3. APPROVAL OF MINUTES:**

A. Review and action on the minutes of the November meeting

Moved: Andre Mento 2nd: Dave Fletcher Passed: with corrections, unanimously

#### **4. TREASURER'S REPORT:**

A. Recommended action on Bills List for month ending 11/30/2018

Moved: Dave Fletcher 2nd: Andre Mento Passed

B. Report - Budget and Operating Status as of 11/30/2018

#### **5. DIRECTOR'S REPORT:** Marilynn Mullen

A. Library Construction Bond – update

Marilynn informed the group that Denise Marabello received a letter stating "Public Libraries ... will be eligible to apply for construction funds in a competitive grant program which we expect to be announced in Spring 2019"

B. LMX Awards Reception: Pines Manor in Edison on Wednesday, December 5th, 2018

Jan Murphy, the retiring Children's Librarian, was presented with a Certificate of Appreciation for her work and accomplishments in the last 12 years at CPL

Our accountant, Gerald Stankiewicz, got the Public Service award

C. The Cranbury School Board also sent a note to Jan expressing gratitude for her work

#### **6. YOUTH SERVICES LIBRARIAN'S REPORT:** Marilynn Mullen

#### **7. SYSTEM'S ADMINISTRATOR'S REPORT:** Marilynn Mullen

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

Board evaluation will be during the Retreat in early 2019

**9. REPRESENTATIVES' REPORTS:** Kirstie Venanzi suggests School Board and the Township Committee representatives send in brief notes prior to each BOT meeting so remarks can be incorporated into agenda, etc.

**REPRESENTATIVES' REPORTS (continued):**

- A. Mayor's report: Dan Mulligan - absent
- B. Chief School Administrator's Representative: Evelyn Spann – No update
- C. Cranbury Public Library Foundation: Marilyn Mullen – No update

**10. TRUSTEE COMMITTEE REPORTS:**

- A. Personnel: Chair–Lorraine Sedor, Kirstie Venanzi, Theresa Vaccaro  
Taking a look at the evaluation forms in preparation for the Director review process
- B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin  
2019 Budget presented to Board (see below)
- C. Policy and Planning: Chair– Ira Negin, Kirstie Venanzi, Michele Gittings, Theresa Vaccaro  
Working on the Strategic Plan; revisions to incorporate updated demographic information provided by Karen Callahan and other changes, including consolidation of Priorities and Services sections as worked on by Theresa Vaccaro and Marilyn Mullen
- D. Nomination and Elections: Chair – Andre Mento  
No report
- E. Special - Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Michele Gittings  
Waiting for Maser and Acari and Iovino to finish work, drawing. Meeting to be scheduled.
- F. Special – Public Relations Committee: Chair – Nancy Whitcraft, Robin Black  
No report

**11. OLD BUSINESS**

None

**12. NEW BUSINESS**

- A. 2019 Budget  
2018 Estimate will include prepaying some 2019 expenses  
2018 Estimate reflects Personnel expenses lower than 2018 Budget due to several staff changes  
2019 Budget encompasses raises to have everyone over minimum pay grade recommended by NJLA for Member Service Specialists, and prospective addition of another Member Service Specialist if needed  
Moved: Dave Fletcher            2nd: Andre Mento    Passed: unanimous
- B. Library Trustees  
As outlined in the President's Report, Kirstie Venanzi has recently been informed that alternates are not allowed to serve in the absence of regular Board members. The only alternates allowable by NJ Library Law are the Mayor's spot and the Chief School Administrator's spot. The Board discussed this, and recognized the importance to be compliant with the State Law, especially in anticipation of submission of materials accompanying bid related to Library Construction Bond  
Moved: Dave Fletcher            2nd: Andre Mento  
Passed: unanimous (Michele Gittings and Theresa Vaccaro abstained)  
A revision to the Trustee By-Laws incorporating this change to be addressed in a subsequent meeting

**13. CORRESPONDENCE**

None

**14. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT**

None

**15. ADJOURNMENT 9:05 p.m.**

Minutes recorded by Ira Negin