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 Childrens’ 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: Marilynn 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 Marilynn 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