

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

December 14, 2017 – 7:30p.m.

Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:33 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 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 – Present
Andre Mento, Vice-President – Present
David Fletcher, Secretary/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 - Excused
Robin Black, Trustee - Excused
Nancy Whitcraft, Trustee - Excused
Michele Gittings, 1st Alternate Trustee, Acting Board Secretary – Present
Theresa Vaccaro, 2nd Alternate Trustee - Present

Also Present:

Marilynn Mullen, Director

3. APPROVAL OF MINUTES

- A. Review and action on the minutes of the November regular meeting
i. Approved by consensus

4. TREASURER'S REPORT: Dave Fletcher

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

Motion: David 2nd: Andre

- 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 November 30, 2017

- i. There is a deficit because of the lag in receiving appropriations from the Township, but once received the budget should be ~\$6000 in the black.

5. DIRECTOR'S REPORT: Marilynn Mullen

Report included in folder.

6. YOUTH SERVICES LIBRARIAN'S REPORT: Marilynn Mullen

Report included in folder.

7. SYSTEMS ADMINISTRATOR'S REPORT: Marilynn Mullen

Report included in folder.

8. **PRESIDENT'S REPORT: Kirstie Venanzi**
 - A. Review "Annual Calendar of Events" November, December
 - B. The Trustees need to do an annual review for Marilyn. She will do fill out the same self-evaluation given to the staff. Kirstie will compile all responses from the Board anonymously.
 - C. Discussed budget for 2018
 - D. The preliminary date for the Trustees Retreat is January 26, 2018.

9. **REPRESENTATIVES' REPORTS**
 - A. Mayor's Representative: Dan Mulligan**
 - i. No report

 - B. Chief School Administrator Representative: Evelyn Spann**
 - i. Ash Hadap and Jennifer Cooke are stepping down from the board of education.
 - ii. There is an Addendum to the Memorandum of Agreement where the Princeton Public School System is allowing the police to look at the school cameras remotely in cases of emergency. Cranbury School already has a policy in place.

 - C. Cranbury Public Library Foundation: Marilyn Mullen**
 - i. No report

10. **TRUSTEE COMMITTEE REPORTS**
 - A. Personnel Committee:** Chair-Lorraine Sedor, Kirstie Venanzi
 - i. No report

 - B. Finance Committee:** Chair-**David Fletcher, Andre Mento**, Ira Negin
 - i. The budget for 2018 was discussed.
 - ii. Marilyn asked Evelyn about anticipated changes in rent.
 - iii. David made a motion to approve the budget, Lorraine seconds. All approve the budget for 2018.

 - C. Policy and Planning Committee:** Chair-Ira Negin, **Kirstie Venanzi**, Michele Gittings
 - i. The Trustees were asked to check their calendars for availability on January 26, 2018 for the annual retreat.

 - D. Nomination and Election Committee:** Chair-**Andre Mento**, Robin Black, Nancy Whitcraft
 - i. Theresa Vaccaro has joined the Board of Trustees as an alternate. Welcome, Theresa!
 - ii. If anyone has suggestions for officers, please let Andre know.

 - E. Special – Facilities Development Committee/Task Force:** Chair-**Kirstie Venanzi**, Andre Mento, David Fletcher, Michele Gittings
 - i. We are on hold with proceeding with the new library until the criteria are put in place for the application for funds through the state.
 - ii. The cost has been modified to include a metal roof, electrical charging station, and generator.
 - iii. Evelyn indicated that Susan Genco would like an update.

- iv. The library will not meet with Anthony, the architect who will also help us with the funding application, until next year.

F. Special – Public Relations Committee: Chair-, **Lorraine Sedor**, Nancy Whitcraft, Robin Black

- i. Lorraine will work on talking points for the Township Committee regarding the new library, using point from the Foundation as a basis.

11. OLD BUSINESS

- A. County Planning Board's Storm Water Maintenance Agreement – We have not heard anything about this recently.

12. NEW BUSINESS

- A. There is no news on the bond referendum yet.

13. CORRESPONDENCE

- A. None

14. OPEN DISCUSSION PERIOD

15. CLOSED SESSION

- A. Motion to go into closed session at 8:22pm: David, 2nd: Michele
- B. Closed session ended at 9:07pm.

16. VOTE AFTER CLOSED SESSION

The PTO policy was discussed during the closed session. A motion was made to approve the PTO policy changes as recommended by the Personnel Committee then seconded. The board unanimously approved the policy changes.

17. ADJOURNMENT AT 9:08 p.m.

Motion: Andre 2nd: Lorraine
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