

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

February 11, 2016 – 7:30pm
Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:34 pm

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 1, 2015, 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
Andre Mento, Vice-President
David Fletcher, Secretary/Treasurer - excused
Richard Burke, Trustee - absent
Laurel Quinn, Chief School Administrator's Representative
Dave Cook, Mayor's Representative from the Township Committee
Lorraine Sedor, Trustee
Ira Negin, Trustee
Robin Black, Trustee
Nancy Whitcraft, Alternate Trustee

Also Present:

Marilynn Mullen, Director
Wendy Borg, Recording Secretary

3. APPROVAL OF MINUTES

January 14, 2016 Regular Meeting
Motion: Andre 2nd: Ira
All were in favor. Approved.

4. TREASURER'S REPORT: David Fletcher

- A. Recommended action on Bills Lists for January 31, 2016
Motion: Kristie 2nd: Lorraine
All were in favor. Approved.
- B. Budget and Operating Status as of January 31, 2016
Balance sheet remains strong. Interest income is higher than predicted for the first time ever.

5. DIRECTOR'S REPORT: Marilynn Mullen

Notes included in folder.

- A. Draft of 2016 budget prepared. Assumes 3% increase to cover 2% increase in wages and more hours. New evaluation forms from Township will be shared with Personnel Committee to compare with current form in hopes of improving the evaluation system.
- B. Chinese New Year celebration February 27 at the Presbyterian Church. Tickets are on sale in the library. Limited number will be for sale before the event.
- C. April 10-16 - National Library Week - Invite public to intro programs and services. Week may culminate in an open house on Friday or Saturday.
- D. Foundation received further donations through PayPal Giving Fund, and in memory of teacher Carol Lindenfeld. Total building funds are almost \$2,113,000. For pledges, 82% have been paid.
- E. Foundation goals are to contact every Cranbury resident by end of year; 150 new donors; 100 increased donors; \$500K in capital donations for 2016. Three new directors welcomed.
- F. Marilynn will be at petit jury duty on Monday, March 14.
- G. Staff Planning – programs set through April.

6. YOUTH AND OUTREACH SERVICES REPORT: Marilyn Mullen

Notes included in folder.

- A. Summer Reading - "Ready, Set, Read" with sports theme.
- B. "Jeopardy" at the Elms in March or April.
- C. Upcoming programs: Robin Black book signing, Gaga for Google, Cranbury Gamers' League, Lunar New Year Celebration, Black History lecture with Frank Marlowe, Maker's Day
- D. Preschools requesting many books.
- E. Reading Buddies started up again.

7. SYSTEMS ADMINISTRATOR'S REPORT: Marilyn Mullen

Notes included in folder.

- A. Joanne and Marilyn write for the Cranbury Chronicle.
- B. iPad Academy series concluded with App Magic.
- C. Wii U Gaming - console purchased to provide Friday afternoon gaming time. A Cranbury School student assisted with information for purchase.
- D. Upcoming programs - Paper Circuit Valentines, Digital Scrapbooking, Facebook
- E. Maker's Day March 19 - Technology activities for all ages; Little Owl Enrichment Center participating.
- F. Cookbook Club met in February.

8. PRESIDENT'S REPORT: Kirstie Venanzi

- A. Review "Annual Calendar of Events" - February, March
Annual retreat; self-assessment; BOT Financial Disclosure forms; Township budget meeting; submit budget requests.
- A. Report on budget meeting - Notes included in folder.
 - 1. Marilyn, Ira, Kirstie and Mike Ferrante from the Foundation attended the TC budget work session.
 - 2. Dave Cook needs information from the Board on fundraising efforts, as well as anticipated expenses of operating new building. He wants to bring the rest of the TC up to speed. This will help TC create a timeline for providing funds for parking lot, lighting, landscaping. Township is donating the land. Document "Cranbury Public Library Facility Operating Expenses" needs to be updated. Ownership of building under discussion.

9. REPRESENTATIVE'S REPORTS

A. Mayor's Representative: David Cook

- 1. Station Road tenant coming in to warehouse.
- 2. Looking into alternate ways to handle traffic out there. Will involve state.
- 3. Hagerty/Cheney site work should begin April/May.

A. Chief School Administrator Representative: Laurel Quinn

No report.

C. Foundation: Kirstie

See notes in Director's report.

10. TRUSTEE COMMITTEE REPORTS

A. Personnel Committee: Lorraine, Kirstie, Andre

Budgeted for a 2% pool salary increase.

B. Finance Committee: David, Andre, Ira

C. Policy and Planning Committee: Ira, Kirstie, Ash

Ira presented a draft of the Video Surveillance Policy. A couple edits were made.

Amended draft accepted.

Motion: Andre 2nd: Laurel

All in favor. Motion approved.

D. Nomination and Election Committee: Andre and Richard

No report.

E. Special - Facilities Development Committee/Task Force: Kirstie, Andre, and David

- 1. Marilyn met with shelving company for quotes and for review of space.

F. Special - Public Relations Committee: Andre, Richard, Lorraine

- 1. Looking into using Library Week for PR.
- 2. Would like input from Foundation.

11. **OLD BUSINESS**

New date for retreat set for Friday, February 26, 5:30.

12. **NEW BUSINESS**

A. Policy - Security video surveillance policy - see above Policy Committee report.

14. **CORRESPONDENCE** - None

15. **OPEN DISCUSSION PERIOD** - None

16. **ADJOURNMENT AT 8:35 p.m.**

Motion: Andre 2-: Ira

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,

Wendy W. Borg