

**Cranbury Public Library
Board of Trustees
Regular Meeting Minutes**

**February 8, 2018 – 7:30 p.m.
Gambino Room, Cranbury Public Library
Meeting called to order at 7:37 p.m.**

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 Cranbury Public Library as follow: Dec. 4, 2017 notice for this meeting was sent to the Cranbury Press, Home News Tribune, Township Clerk, and posted in the Cranbury Public Library.

2. INTRODUCTION OF BOARD OF TRUSTEES

Kirstie S. Venanzi, President – PRESENT
Andre Mento, Vice-President – PRESENT
David Fletcher, Treasurer/Secretary – PRESENT
Dan Mulligan, Township Committee – ABSENT
Evelyn Spann, Chief School Administrator’s Representative – PRESENT
Robin Black – PRESENT
Ira Negin – PRESENT
Lorraine Sedor – PRESENT
Nancy Whitcraft – EXCUSED
Michele Gittings, 1st Alternate, Recording Secretary – PRESENT
Theresa Vaccaro, 2nd Alternate – PRESENT

3. APPROVAL OF MINUTES:

- A. Review and action on the minutes of the January and January retreat meetings

January Meeting Minutes:

Marilynn had amended the minutes to correct a change in the cost of the gift cards to \$3,500 from \$35,000. Marilyn also noted that she had not motioned for the vote in Correspondence concerning LMX, as it is not her role, and Andre noted that he had motioned.

Motion to accept the January meeting minutes as amended: Michele 2nd: Ira
Abstain: Robin All present remaining in favor. APPROVED

January Retreat Meeting Minutes:

Michele had suggested that minutes be signed by minute takers.

Motion to accept the January Retreat meeting minutes as amended: Andre 2nd: Ira
Abstain: Evelyn and Robin All present remaining in favor. APPROVED

4. TREASURER’S REPORT

- A. Recommended action on Bills List for month ending 01/31/2018

Dave stated that he reviewed the bills for the month of January, signed the related checks and found everything to be in order.

Motion to accept the Bills List as presented: Dave 2nd: Andre All in favor. APPROVED

B. Report – Budget and Operating Status as of 01/31/2018

Dave reviewed the financial status and said that the balance sheet was still strong. The Statement of Revenues shows that the Township is lagging in appropriations by \$18,000 which will correct the loss in the revenues as compared to budget.

5. DIRECTOR'S REPORT: Marilynn Mullen

- A. Report attached
- B. Ira asked about when the bonds will be issued for the Construction Bond Act. It was Marilynn's understanding that this will be done as the applications come in.
- C. Marilynn added that a sticker was attached to all Chromebooks and iPads to acknowledge FedEx for their grant which was used to purchase these items.

6. COMMUNITY EDUCATION LIBRARIAN'S REPORT: Marilynn Mullen

- A. Report attached.
- B. Marilynn is also working with the Environmental Commission to get seed packets as a give away for the Inviting Birds into the Garden program.

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

- A. Report attached.
- B. Some sample crafts for NJ Makers Day were bookmarks hidden in books and flower pots made with paper flowers for the residents of the Elms.

8. PRESIDENT'S REPORT: Kirstie Venanzi

- A. Review "Annual Calendar of Events" February, March
 - i. At the Lions Club Meeting, Wayne DeAngelo talked about utilities. Kirstie thanked him for sponsoring the referendum for the Construction Bond Act. He suggests having applications in early.
 - ii. January – The retreat was held in January.
 - iii. February – We need to prepare for the annual audit. Marilynn will get the contract signed.
 - iv. March – We need to prepare the annual report to the state.
 - v. We will receive a financial disclosure statement.
 - vi. We received a financial statement from the Township stating that the Township appropriated all dedicated funds to the library for 2017.

9. REPRESENTATIVES' REPORTS:

- A. Mayor's Report: Dan Mulligan – Update
 - i. No report
- B. Chief School Administrator's Representative: Evelyn Spann – Update
 - i. The School Board continues to work on the long range facility plan and updating curriculum.

- ii. There are three new board members.
- iii. The board completed ethics training under legal counsel. Evelyn gave highlights.
- C. Cranbury public Library Foundation: Marilyn Mullen – Update

10. TRUSTEE COMMITTEE REPORTS:

- A. Personnel: Chair – Lorraine Sedor, Kirstie Venanzi
 - i. To be discussed in closed session
- B. Finance: Chair – Dave Fletcher, Andre Mento, Ira Negin
 - i. As discussed earlier
- C. Policy and planning: Chair – Ira Negin, Kirstie Venanzi, Michele Gittings
 - i. To be discussed in New Business
- D. Nomination and Elections: Chair – Andre Mento
 - i. No report
- E. Special – Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Michele Gittings
 - i. Marilyn and Kirstie will meet with Dan and/or Jay to make a plan of action and draft a timeline to get documents ready for the application for the construction bond. They will also discuss the Storm Water Maintenance Agreement. Dan said that it needs to be put on the Township Committee Meeting Agenda before being signed. Since the Township is property owner of the land for the proposed new library, only they are allowed to sign the Agreement.
- F. Special – Public Relations Committee: Chair - , Lorraine Sedor, Nancy Whitcraft, Robin Black
 - i. Lorraine revised the Talking Points and shared them as well as a letter to the Township for review. Evelyn made a suggestion for rewording the letter. No additional recommendations were made for the Talking Points. Copies of the Talking points will be given to each member of the Township Committee, the Main Desk in Town Hall, and displayed in the library.

11. OLD BUSINESS

- A. County Planning Board’s Storm Water Maintenance Agreement
 - i. As discussed earlier

12. NEW BUSINESS

- A. Library Construction Bond Referendum – next steps
 - i. As discussed earlier
- B. iPad and Chromebook Lending Policy
 - i. The new policy was discussed. Michele suggested an additional sentence to be added at the end to state that members, and parents of members under 18, consent to agreement of the terms in all library policies upon registration and receiving a library card. Marilyn mentioned that there have been no problems so far and other similar policies did not contain a similar sentence.
A motion was made to accept the policy without amending: Dave 2nd: Lorraine
Oppose: Michele All remaining in favor. APPROVED

13. CORRESPONDENCE

- A. None

14. OPEN DISCUSSION PERIOD

- A. None

15. CLOSED SESSION: Employee Compensation

- A. At 8:29pm a closed session was opened. Employee Compensation was discussed. Marilyn left the room when the Director's Agreement was discussed.
At 8:39pm the closed session was adjourned.

16. OPEN DISCUSSION PERIOD

- A. Lorraine asked for clarification on annual review of the Director's Agreement.
A motion was made to approve the Director's Agreement: Kirstie 2nd: David
All in favor. APPROVED

17. ADJOURNMENT

- A. A motion was made to adjourn: Kirstie 2nd: Andre All in favor. APPROVED
Meeting was adjourned at 8:43pm.

Respectfully submitted,

Michele Gittings
Recording Secretary