

**Cranbury Public Library  
Board of Trustees  
Meeting and Work Session Minutes**

**Friday, February 8, 2019 - 5:30 p.m.  
Gambino Room, Cranbury Public Library**

Andre Mento called the meeting to order at 5:40 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 Public Library as follows: December 20, 2018 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; recording secretary  
Andre Mento, Vice-President, present  
Dave Fletcher, Treasurer and Secretary, present  
Dan Mulligan, Township Committee, present  
Evelyn Spann, Chief School Administrator's Representative, present  
Michele Gittings, present  
Ira Negin, present  
Lorraine Sedor, 5:43 p.m.  
Nancy Whitcraft, present  
Also to be present:  
Marilynn Mullen, Director, present

3. CONSENT AGENDA:

A. Action on the minutes of the January meeting Dave Fletcher moved, Evelyn Spann seconded  
Discussion:

- Michele Gittings stated that she abstained in the vote to change the bylaws, Item 10, Old Business.
- Marilynn mentioned the fact that Cranbury School drills will now take place without being advised in advance, Item 11 New Business.

Dave Fletcher moved that we pass the minutes with noted corrections. Evelyn Spann seconded

KV- yes	AM-yes	DF- yes
DM - abstain	ES-yes	MG-yes
IN-yes	LS- yes	NW- yes

B. Action on Bills List for month ending 1/31/2019 Ira moved, Dan seconded, all in favor

4. LIBRARY BOARD OFFICERS' REPORTS –

Kirstie Venanzi, President's Report

As filed with the addition of the Mayor's response to Nancy Whitcraft's letter read at the January meeting. The Mayor thanked Nancy for the letter and stated that due to Robin's term ending in 2018 and her attendance records, he decided to appoint someone who had proven commitment to the responsibilities of the job

David Fletcher- Treasurer's Report

Dave reported that the Balance Sheet remains strong. Regarding the Statement of Income and Expense, he noted that the appropriation amount is below budget due to a timing issue relating to when these funds are received by the Library and how the appropriation amount is spread over the twelve month budget period. The issue corrects itself every three months. Dave added that the salary line is over budget due to one additional pay period in the month which is budgeted monthly and the pay periods are bi-weekly. All other expense lines are in line with budget expectations.

Dave advised the Board that starting next month, the Treasurer's Report sent to the Board members will not include reconciliation reports. He stated that these reports are prepared for use by the auditor and do

not add useful information relating to the Library's financial position. Dave added that Reconciliation Reports will be available in the office of the Director for any Board member to review. Dave made a motion to accept the Report as presented. Ira seconded, all in favor.

Evelyn Spann, Chief School Administrator's Representative – as filed

Dan Mulligan, Mayor's Representative

Letter was sent to Governor Murphy by email on Thursday, February 7th, 2019 asking for action on the Library Construction Bond Act. Letter on file. Suggested that the Library do the same. Also proposed a possible online petition.

Dan also mentioned that the township committee was able to pass a large tax cut this year which will result in less taxes for residents without cutting services.

#### 5. DIRECTOR'S REPORTS: Marilynn Mullen

As filed.

Michelle and Ira complimented Marilynn on the new graphic to illustrate the statistics. They both made suggestions to improve the readability and Marilynn will implement them starting next month.

Board discussed a letter to the Governor.

#### 6. NEW BUSINESS

Marilynn will draft a letter on behalf of the Library Board of Trustees to the Governor based on the township's letter. Board discussed the necessity to keep in touch with the state representatives as any delay causes us harm. Board discussed that the project is shovel ready. Michele questioned this and asked when we would see the site drawings for the patio and all sides of the building. Would like to have a full discussion at the board meeting. Drawings are being finalized soon, and the Facility Committee will review first before bring them to the board.

Ira moved that we authorize Marilynn Mullen to draft the letter, Dave Fletcher seconded, all in favor

#### 7. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT

Andre asked Marilyn about the transition period since Jan Murphy's retirement. Marilyn responded that the transition is going smoothly. She added that Jay Oliver has introduced many new programs and that staff will be concentrating next on collection development.

Dave stated that Dan's response to Nancy's letter regarding the manner in which the Mayor made a recent appointment to the Board was not what he expected. He added that he was hoping to hear from the mayor about any criteria such as geographic representation that the Library's Nominating Committee should be mindful of when considering future recommendations for Board appointments. Dan responded that he was not aware of any such criteria and that these positions are political appointments that each mayor approaches in their own way. Nancy stressed the importance of common courtesy relating to actions taken and communications that deal with sensitive matters such as Board appointments or changes in positions. Michelle added that the board needs to show courtesy. Kirstie agreed and Dan stated that he will relay these sentiments to the Mayor.

#### 8. ADJOURNMENT -6:42.m.

Dan moved that we adjourn, DF seconded, all in favor

Work Session

6:45-7:15 p.m. Dinner and NJLA Presentation on NJ Construction Bond Act

7:15-8:20 p.m. Strategic Plan – Revising Draft Work Session

8:20-8:40 p.m. Review of annual goals for 2018 and set goals for 2019

8:40-8:45 p.m. Wrap-up and adjournment

Recorded by Kirstie Venanzi 2/8/19