

Cranbury Public Library Board of Trustees Regular Meeting Minutes

**March 8, 2018 – 7:30 p.m.
Gambino Room, Cranbury Public Library
Meeting called to order at 7:47 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 – EXCUSED
Dan Mulligan, Township Committee – ABSENT
Evelyn Spann, Chief School Administrator’s Representative – PRESENT
Robin Black – PRESENT
Ira Negin – EXCUSED
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 February meeting
February Meeting Minutes:
February meeting minutes APPROVED by consensus.

4. TREASURER’S REPORT (Marilynn)

A. Recommended action on Bills List for month ending 02/28/2018
Marilynn stated that Dave reviewed the bills for the month of February, signed the related checks and found everything to be in order.
Motion to accept the Bills List as presented: Andre 2nd: Robin All in favor. APPROVED

B. Report – Budget and Operating Status as of 02/28/2018
Report attached. Marilynn discussed the financial status and noted that the balance sheet was still strong. The Statement of Revenues shows that the Township is lagging in appropriations. Fines are lower. Interest is higher. One more bill was paid to Maser Engineering for the new library.

5. DIRECTOR’S REPORT: Marilynn Mullen

A. Report attached

6. YOUTH SERVICES LIBRARIAN’S REPORT: Marilynn Mullen

A. Report attached

7. COMMUNITY EDUCATION LIBRARIAN’S REPORT: Marilynn Mullen

A. Report attached.

8. SYSTEM’S ADMINISTRATOR’S REPORT: Marilynn Mullen

A. Report attached.

9. PRESIDENT'S REPORT: Kirstie Venanzi

- A. Review "Annual Calendar of Events" February, March
 - i. Annual Report was filed.
 - ii. Financial Disclosure Form has not been received yet.
 - iii. Director will submit progress toward annual goals at end of month.
 - iv. Will confirm library appropriations.
 - v. Will send attendance record in April.

10. REPRESENTATIVES' REPORTS:

- A. Mayor's Report: Dan Mulligan – Not present
 - i. No report
 - ii. Kirstie says Dan and Jay are meeting with her about the application for construction grant.
 - iii. Evelyn offered that a township representative should attend meetings for oversight and accountability.
 - iv. Kirstie added that the mayor has been notified.
- B. Chief School Administrator's Representative: Evelyn Spann – Update
 - i. Evelyn asked Kirstie for advice in writing a letter for the application for the grant. Jay and Dan had asked for the letter as an endorsement. Evelyn says that the board cannot endorse. Kirstie will let Dan and Jay know that the School Board cannot write a letter. They had consulted their lawyer concerning this matter.
 - ii. Including information on the construction bond act in the backpacks of the students was wrong because it can show bias towards support of a new library, despite neutrality on the issue from the School Board.
- C. Cranbury public Library Foundation: Marilynn Mullen – Update
 - i. Invitations have been ordered for the New Residents Gathering. There are about 50 new residents. The Foundation will hand deliver the invitations. Food is TBD.

11. TRUSTEE COMMITTEE REPORTS:

- A. Personnel: Chair – Lorraine Sedor, Kirstie Venanzi
 - i. Suggestions were made for the director to make more recommendations. Although she cannot direct the board, the board welcomes her opinion. Another recommendation was made to be aware of the use of library lingo when discussing topics.
- B. Finance: Chair – Dave Fletcher, Andre Mento, Ira Negin
 - i. No report
- C. Policy and Planning: Chair – Ira Negin, Kirstie Venanzi, Michele Gittings
 - i. The committee is going to review how annual reviews for the director are done.
- 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. Kirstie and Marilynn reviewed costs for the new building and optional/wish list items giving feedback from the architect and associated costs. This helps to determine how much the library will request in the application for the construction grant.

- F. Special – Public Relations Committee: Chair - , Lorraine Sedor, Nancy Whitcraft, Robin Black
 - i. Lorraine said that the Talking Point cards are at Triangle for reproduction. She ordered 100 and will have 300 in total.

12. OLD BUSINESS

- A. County Planning Board’s Storm Water Maintenance Agreement
 - i. The agreement was signed by the township. Marilyn sent it to our lawyer. Marilyn will follow up.

13. NEW BUSINESS

- A. Library Construction Bond Referendum – next steps
 - i. We are still waiting for the criteria to be published.
 - ii. As discussed earlier, Kirstie is meeting with the township committee representatives to establish a timeline and priorities.
- B. Committees – Everyone was asked if they wanted to stay on their current committees or move to other ones. Theresa Vaccaro joined the Policy and Planning Committee.
- C. Director Evaluation Process Review – as discussed earlier, will be reviewed by the Policy and Planning Committee.

14. CORRESPONDENCE

- A. Thank you letters from the school were received for participating in Read Across America. Marilyn had read to third graders in Mrs. Bach’s class. Jan read to kindergarten and first grade classes about trees.

15. OPEN DISCUSSION PERIOD

- A. Kirstie will be away for Memorial Day and will not be able to be in the parade. She asked that others consider being in the parade.

16. ADJOURNMENT

- A. A motion was made to adjourn: Michele 2nd: Robin All in favor. APPROVED
Meeting was adjourned at 8:57pm.

Respectfully submitted,

Michele Gittings
Recording Secretary