

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

March 9, 2017 – 7:30p.m.

Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:35 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

Andre Mento, Vice-President - excused

David Fletcher, Secretary/Treasurer - excused

Richard Burke, 2nd Alternate Trustee - absent

Laurel Quinn, Chief School Administrator's Representative

Dan Mulligan, Mayor's Representative from the Township Committee - absent

Lorraine Sedor, Trustee

Ira Negin, Trustee

Robin Black, Trustee - late

Nancy Whitcraft, Trustee - absent

Michele Gittings, 1st Alternate Trustee - late

Also Present:

Marilynn Mullen, Director

Wendy Borg, Recording Secretary

3. APPROVAL OF MINUTES

January 12, 2017 Regular Meeting

Motion: Laurel 2nd: Michele

All others were in favor. Approved.

January 27, 2017 Retreat - amended

Motion: Ira 2nd: Michele

Laurel Quinn abstained.
All others were in favor. Approved.

4. TREASURER'S REPORT:

A. Recommended action on Bills Lists for January 31, 2017 and February 28, 2017

Motion: Robin 2nd: Laurel

All were in favor. Approved.

5. DIRECTOR'S REPORT: Marilynn Mullen

Notes included in folder.

A. LMxAC – considering joining the consortium for new facility.

B. Auditor contract signed and begun in February.

C. State report submitted.

D. Staff planning meeting – discussed new program ideas and goals for 2017.

E. Foundation – Donations of furniture from BMS including chairs, book shelves, filing cabinets, tables and desks were delivered and stored free of charge. Cranbury Press front page coverage.

F. Brick campaign – bricks for sale for fundraising.

6. YOUTH AND OUTREACH SERVICES REPORT: Marilynn Mullen

Notes included in folder.

A. Children's Book Week activities

B. Partnering with Business Association for "Touch-a-Truck"

C. 1000 Books Before Kindergarten is taking off

- D. Programs to be scheduled: House selling; historic homes architect; music books written by editor of Cranbury Press; Revolutionary Tea
 - E. Upcoming programs – Foods and Flavors of Thailand; Alzheimer's; Philatelic Society; Sushi
7. **SYSTEMS ADMINISTRATOR'S REPORT: Marilynn Mullen**
Notes included in folder.
- A. Excel series
 - B. Living in Space: Life on the ISS
 - C. Joanne completing Notary training
 - D. Spark Club! – STEM after school club
 - E. Games League continues every week
 - F. Monthly Four Seasons Tech talk
 - G. Cranbury Chronicle article – "Great Non-Fiction for Technophiles"
8. **PRESIDENT'S REPORT: Kirstie Venanzi**
Review "Annual Calendar of Events" – March, April
Review annual report for release to state; Board of Trustees disclosure forms; finance committee budget check; quarterly attendance.
9. **REPRESENTATIVES' REPORTS**
- A. Mayor's Representative: Dan Mulligan**
No report.
 - B.Chief School Administrator Representative: Laurel Quinn**
 - 1. Contract negotiations with teachers begun; budget hearings
 - C. Foundation: Kirstie**
10. **TRUSTEE COMMITTEE REPORTS**
- A. Personnel Committee:** Lorraine and Kirstie
Marilynn's annual review complete.
 - B. Finance Committee:** David, Andre, Ira
No report.
 - C. Policy and Planning Committee:** Ira, Kirstie, Nancy
No report.
 - D. Nomination and Election Committee:** Andre, Nancy, Robin
No report.
 - E.Special – Facilities Development Committee/Task Force:** Kirstie, Andre, David, Michele
No report.
 - F.Special – Public Relations Committee:** Lorraine, Nancy, Robin
No report.
11. **OLD BUSINESS - None**
12. **NEW BUSINESS**
- A. Oath of Office
 - B. Committee selections - completed
 - C. March New Residents Reception – Invitations personally delivered
 - D. Meeting Room policy – edits reviewed
 - E. NJLA – draft resolutions
13. **CORRESPONDENCE –** draft letter in support of NJ Library Construction Bond Act.
Motion: Ira 2nd: Robin
All others in favor. Approved
14. **OPEN DISCUSSION PERIOD –** Bidding process; How and why people use library; Staff appreciation ideas
15. **ADJOURNMENT AT 9:17 p.m.**
Motion: Robin 2nd: 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