

**Cranbury Public Library  
Board of Trustees  
Meeting minutes**

**April 11, 2019 - 7:30 p.m.  
Gambino Room, Cranbury Public Library**

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.  
Time: 7:32 p.m. called to order by Kirstie Venanzi
2. INTRODUCTION OF BOARD OF TRUSTEES -  
Kirstie S. Venanzi, President -Present  
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 - Present  
Nancy Whitcraft - Present

Also to be present:

Marilynn Mullen, Director - Present

Jay Oliver, Technology Specialist - Present

Kirstie MOVED as per By Laws Section 7.3 that she ask Andre Mento to preside over the meeting so that she could take the minutes. "Any rule or provision of the Board, whether contained in these By-laws or otherwise, may be waived at any meeting of the Board for some special purpose by the affirmative vote of the majority of the Board."

2nd: Nancy Whitcraft Passed: Unanimous

3. CONSENT AGENDA:
  - A. Action on the minutes of the March meeting as amended:  
1st: Nancy Whitcraft: 2nd: Ira Negin Discussion. 8 in favor, passed. Evelyn Spann abstained.
  - B. Action on Bills List for month ending 3/31/2019  
1st: Dave Fletcher 2nd: Nancy Whitcraft Approved: unanimous
4. TREASURER'S REPORT: David Fletcher
  - A. Report - Budget and Operating Status as of 3/31/2019. All expenses within budget. Township appropriation to catch up next month.
5. PRESIDENT'S REPORT: Kirstie Venanzi - as filed.
6. DIRECTOR'S REPORT: Marilyn Mullen – as filed.
7. TECHNOLOGY SPECIALIST REPORT: Jay Oliver - as filed.
8. REPRESENTATIVES' REPORTS:
  - A. Mayor's report: Dan Mulligan - We are anticipating the publication of the draft regulations at the end of this month and applying for the NJ Library Construction Bond Grant. Representatives of the Township Committee and township professionals will be looking over these regulations very closely and working with the library on the application.
  - B. Chief School Administrator's Representative: Evelyn Spann - The installation of the door from the school hall into the current Gambino Room will start this Saturday. The purpose of the door is to give students direct access into the library instructional area. This egress will improve transition, instructional time and since students will not be filing through the main section of the library it may minimize disturbance to patrons. On Saturday, the work crew will cut the hole for

**Cranbury Public Library  
Board of Trustees  
Meeting minutes**

the door in the wall. The door will be installed on Monday. A second door will be installed from the Gambino Room into the main library. The actual swap between the current school classroom and the Gambino room will be done during the summer. Marilyn Mullen will meet with Ms. Fusco and Dr. Genco in in May/June to work on the next steps.

- C. Cranbury Public Library Foundation - Marilyn Reception for new residents will happen this Friday, April 12.

9. TRUSTEE COMMITTEE REPORTS

- A. Personnel: Chair-Lorraine Sedor, Kirstie Venanzi, Nancy Whitcraft The compiling the director's evaluation and will meet with Marilyn.
- B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin as per Dave Fletcher's report
- C. Policy and Planning: Chair- Ira Negin, Kirstie Venanzi, Michele Gittings
  - 1) Proposed Trustee By-law changes during work session
- D. Nomination and Elections: Chair- Andre Mento, Dave Fletcher, Nancy Whitcraft, Dan Mulligan - no report
- E. Special - Facilities Development/Task Force: Chair - Kirstie Venanzi, Andre Mento, David Fletcher, Lorraine Sedor
  - 1) The renderings are waiting for some final details and coordination between Arcari + Iovino and Maser. The current elevations from Aracari + Inovino were sent. The name will be changed for the grant process to Cranbury Public Library. (See new business 13. b. )
  - 2) Michelle Gittings moved and Evelyn Spann seconded that we should also have renderings completed for the back of the library. Many felt that it was unnecessary to show the back. Michelle thought it would be important to show how the library interacts with the bio-retention garden and open space. She said the rendering would be important for the town-wide mailing.

KV	No	DM	No	IN	No
AM	No	ES	Yes	LS	No
DF	No	MG	Yes	NW	No
  - 3) Dan then motioned that we go ahead with the rendering of the back as well as the front of the library and have them available at the library but not for the mailing. Only the renderings of the front of the library would not be sent out in the mailing. Discussion included how we could communicate that people could come to the library for more information. 2nd: Nancy Whitcraft. Passed: unanimous
- F. Special - Public Relations Committee: Chair -Andre Mento, Michele Gittings, Evelyn Spann Report - as filed.

10. OLD BUSINESS

- A. Strategic Plan - tabled until May meeting, waiting for some information in regards to current operating costs.

11. NEW BUSINESS

- A. Change in by-laws - Work session began and then tabled until May Meeting due to time constraints.
- B. Name of the new building - During the planning/fund raising process, the library project was often referred to as the Cranbury Public Library and Community Center. As we start the

**Cranbury Public Library**  
**Board of Trustees**  
**Meeting minutes**

application process with the State, it was proposed that the official name of the building be The Cranbury Public Library.

Motion 1st: Kirstie Venanzi 2nd: Dan Mulligan

Discussion: Many in town love the community center aspect of the library and a library does function as a community center. Start with just 'The Cranbury Public Library' and keep the option open to add "& Community Center" to the sign on the front of the building after the grant process.

Passed: Unanimous

12. CORRESPONDENCE - Marilyn Mullen read a letter from Asm. Wayne De Angelo's. Filed
13. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT - Dave Fletcher mentioned that the application process will be political and complicated. The Township Committee and Library Board need to be kept up to date on political steps being taken.
14. ADJOURNMENT  
Time: 9:10 p.m.  
1st: Dan Mulligan 2nd Nancy Whitcraft Approved: unanimous

## **President's report, Cranbury Public Library Board of Trustees, April 11, 2019**

### Policy and Planning Committee, Friday, March 1, 3:30 p.m.

Ira Negin, Michele Gittings, Kirstie Venanzi, Marilyn Mullen

- Draft of by-laws with proposed changes; work in progress.

### Cranbury School

- Lease is signed by both School and Library. On file.
- Marilyn and I met with Susan Genco and Karen Callahan to discuss details of the renovation and future change for the Gambino Room. We focused on the installation of the doors. We will meet again next month or perhaps in June to discuss the actually moving from the current space to the classroom.

### Facility Committee

- Final renderings are awaiting detail coordination between Arcari + Inovino /Maser.
  - 1). To be determined – Cranbury Public Library and Community Center OR Cranbury Public Library
  - 2). Also, renderings of back of library as well as of the front. Additional cost of \$750.00.
- Current elevation drawings are finished.

### Personnel

- Marilyn's evaluation has been compiled and the committee will meet with her as soon as possible.

American Library Association – State of American Libraries 2019

- Some highlights per attached

# LIBRARIES TRANSFORM

## Public libraries strengthen local economies.

**84%** of libraries offer technology training to patrons in computer software use.

**77%** provide online health resources.

**60%** offer programs to help Americans identify health insurance resources and get better informed on health topics.

**73%** provide programs that assist individuals to apply for jobs, create résumés, and prepare for interviews.

**97%** help people complete online government forms.

## Public libraries are the place for lifelong learning.

**95%** of libraries provide online homework assistance.

**95%** offer summer reading programs for children.

## Public libraries create healthier communities.

**59%** of libraries provide programs on finding health insurance.

**58%** provide programs to help people find and evaluate health information.

**23%** offer fitness classes.

## Public library access equals opportunity.

**100%** of public libraries offer access to the internet.

**98%** offer free Wi-Fi.

**90%** help patrons with basic internet skills.

**97%** help people complete online government forms.

**90%** offer access to ebooks.

Data for this list was retrieved from the 2014 Digital Inclusion Survey. For more information about sources and citations, contact the ALA Library and Research Center at [alalibrary@ala.org](mailto:alalibrary@ala.org). Learn more at the [Libraries Transform](#) web page.

**Construction Bond Act** – Tyler from Assemblyman DeAngelo's office called on Thursday, April, 4. Tyler said he was told by the Governor's Office that the Construction Bond Act regulations and criteria would be published the last week in April.

**New Door** – I was informed that the school will be putting the door from the school hallway into the existing Gambino Room on Saturday, April 13. Kirstie and I met with Chief School Administrator, Susan Genco and Board President, Karan Callahan to discuss the details. (Minutes attached.) Since then I have met with Susan and Dave Gallagher, facilities manager, to discuss moving the cabinets to prepare for the construction work. As of now the Gambino Room is ready for the new door.

**Community Yard Sale** – To clean up the Gambino Room (and not just toss things in the trash) I thought it would be a good idea to sell some of the items at the Community Yard Sale. I was told by the Township Administrator, Denise Marabello that the library can participate in the Community Yard Sale as long as the funds received are accounted for and used for the library. I also received permission from the school to use the area in front of the library for the sale. So on Saturday, April 27 at 9:00 a.m. the library will be selling various items: toys, stuffed animals, puppets, games, books, CDs, DVDs, audiobooks and more! We will even have mystery bags for the kids to purchase containing a surprise selection of tchotchkes. Please stop by to peruse our items and feel free to assist in the sale.

**Security Training** – I have corresponded with Sgt. Ryan several times trying to set up a training date. Fridays, the best day for my staff, are not good for him. I wrote back with several more suggestions of dates. He has not gotten back to me to finalize a date. I spoke in person with Chief Varga to let him know the library has yet to schedule a security training date.

**Shade Tree** - I met with members of the Shade Tree Commission and shared with them a list of the plantings designated to be planted around the new library.

**Parks Commission** - I met with Parks Commission to show them the new site plans so they could think about what they could add to the space around the new library.

**Strategic Plan** – I continued to work on the Strategic Plan updating what was discussed at the February Retreat. A draft copy will be emailed to Board Members prior to the meeting. I am still working on new estimates for operating expenses for the new building. Once these are received I will revise page 16 – Facility Operating Expenses Comparison.

**By-Laws** – I prepared a draft of the suggested changes to the by-laws which the Policy and Planning Committee reviewed.

**Staff meeting** – A staff planning meeting was held on March 21. Plans were finalized for Maker's Day. We discussed a National Library Week display. Programs are planned through May. Laura has begun planning for Summer Enrichment events. We discussed cleaning out the large cupboards – what should stay and what should be discarded as it is not being used. (See Community Yard Sale above.) I have scheduled a full staff meeting for Friday, April 26. This would have been the perfect time to receive security training but Sgt. Ryan is on vacation.

**Progress to Goals** – attached.

**Foundation** –The Foundation is set with for the New Residents reception scheduled for tomorrow, April 12<sup>th</sup>. Thanks to Board for assisting with food for the reception. Nineteen new residents have responded to our invitation. With other guests we plan to have at least 34 people attend the event.

**Heard at the Library** – “You have a really nice DVD collection – small but very good.”

The doorway into the Gambino Room will be cut through next Saturday, April 13. Please clarify where it is going. The library is open on Saturday and has a family story time scheduled for 10:30 a.m. Usually it is held in the Gambino room. While we can move the program into the main area of the library, staff still needs to use the room for their lunch.

**Can you tell me how long the construction will be going on that day?**

**Begin at 7:00 a.m. – done by 2:00 p.m. Items will be boxed and moved on or before Friday. Laura and I need to remove items we will need for Friday night and Saturday.**

**Will the door also be installed that day?** If not, then the noise from the hallway will be very disruptive until it is. **Doors will be installed on Monday. Inside door done by 10 a.m. School door installation will be done after that and should not affect Gambino Room. We should be able to use the room by 2:00 p.m. CranbPals.**

**When will the new door be used by the students?** **Not until September!**

If directly after installation it will be difficult to use the Gambino room for our programs, outside groups' meetings, staff meals and storage – all the functions of the room.

**Will the current door eventually be closed for school access to the library?** **Not sure. Most classes will use the new door. Classes using the Media Room may still use old door.**

During the actual swap of rooms in the summer I am wondering how that will proceed. **How long do you expect the process will take?** **Actual switch – 1 day. Kelly will pack up at end of school year. Custodians will move the furniture.**

**What is the library to do when neither room is available for our use?** **Hopefully this will only be a short period at our discretion.** Many of the items stored in the Gambino room are used daily. We will still need access to back issues of the newspapers and lunch facilities for example.

**How will you set up the school desks in the back of the library so that public patrons can access the new Gambino Room?** **We will meet with Kelly to discuss the layout.**

You mention in your email that “The room and carpets will be cleaned in both rooms as is standard practice each summer.” Last fall it was decided, by the school, that the carpet cleaning would be moved to the winter season because it does not dry well in the summer months and causes buckling – a tripping hazard. Frankly, cleaning the carpet in the classroom has only exacerbated the mold smell each summer. That room has had a mold problem since the room flooded over 10 years ago.

April 4, 2019

To: Marilynn Mullen

From: Beth Anne Kafasis

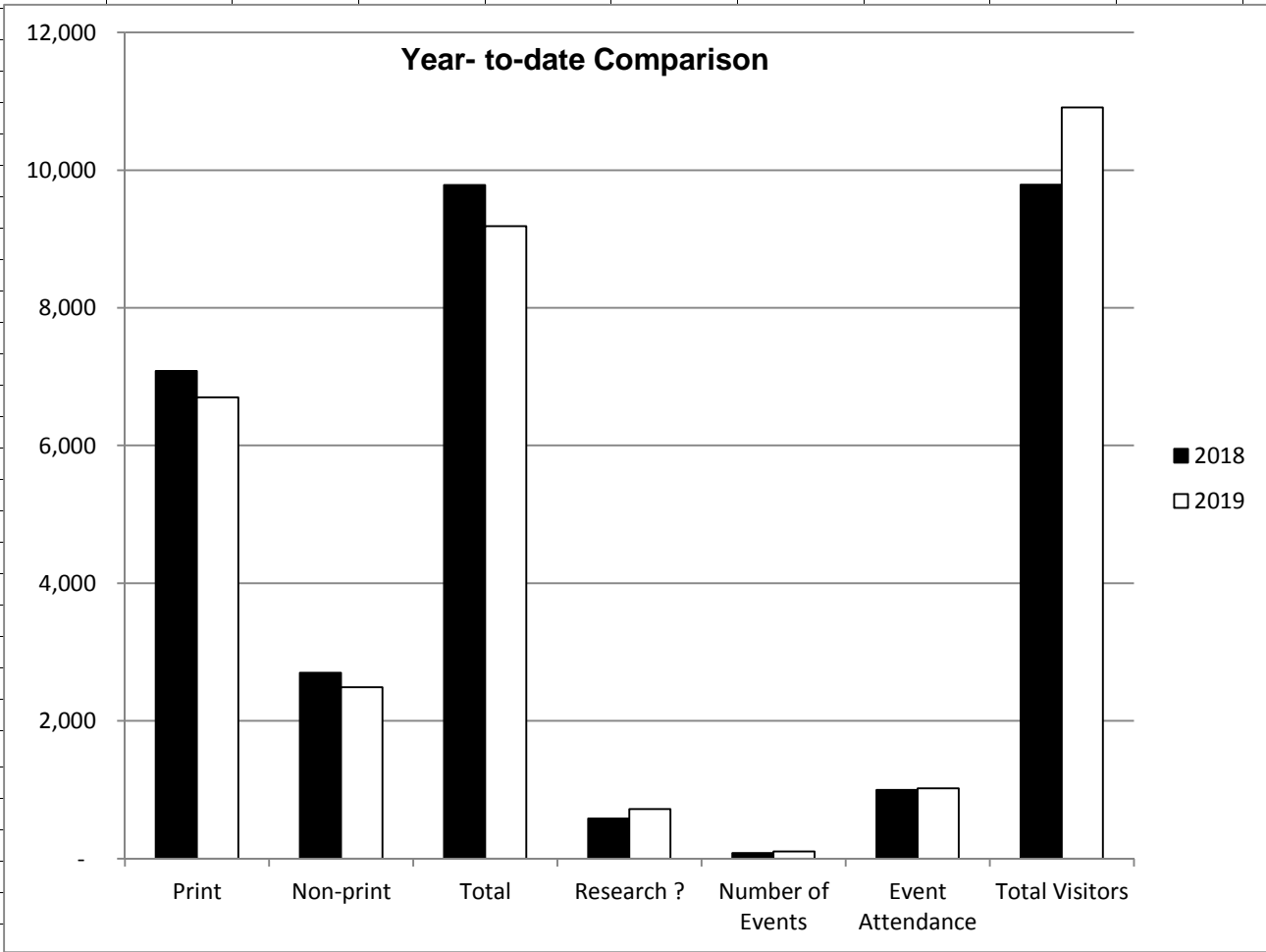
Re: Member Service Specialists' Activities March 2019

During the month of March 2019, the CPL Library Member Service Team accomplished the following:

- Checked out 2,344 items.
- Issued 16 new and 3 replacement adult cards and 2 new juvenile cards. Two members were removed due to relocation.
- Requested 101 Interlibrary loans for our patrons, of which we received 80. Four are still in process and the remaining 17 were unavailable.
- Received 7 requests for Interlibrary loans from other libraries, of which we were able to supply 4.
- Processed and added 163 new items to the collection and deleted 420.
- Prepared and conducted 2 children's programs.
- Prepared and presented 6 family story times.
- Created 11 NextReads newsletters.
- Conducted 2 Yarn Spinners program.



	Print	Non-print	Total	Research ?	Number of Events	Event Attendance	Total Visitors
<b>2018</b>	7,085	2,698	9,783	583	81	999	9,790
<b>2019</b>	6,701	2,487	9,188	720	102	1,021	10,911



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**System Administration, Miscellaneous and Upcoming Programs** – I am backing up our document server, maintaining the performance of our computer systems, and updating the library website and Facebook page.

The library celebrated NJ Makers Day from March 22 – 23. I created a paper airplane contest for the two-day event, with a kit, which many children participated in -- with a prize going to the maker who flew their paper airplane the furthest in the library (in a pre-arranged paper airplane flying zone). We also had several maker activities available in the library during this two-day period in the Gambino Room – Marble Run, Legos, Craft Loops and the Creationary board game.

In March I visited the Cranbury Montessori Preschool Academy and read picture book stories about springtime to multiple classes of children there.

The library’s new Chess Club for children/teens continues on a regular schedule and has been well-attended; I am planning to incorporate online video tutorials about chess strategy during the meetings, in order to help all attendees learn something new during every meeting.

In April the library will host programs that I scheduled and promoted – “Go, van Gogh!” , “Hour of Code”, “Voice Control Assistant and Social Media Workshop for Senior Citizens ” and “Put on Your Writings Gloves ”. The latter two programs are co-promoted by the Helene Cody Foundation.

On April 12 I am giving a presentation at the Senior Community Center in Cranbury on the topic of “Internet and Email Safety for Seniors.”

I am currently investigating very modern storage services for backing up the library’s computer files – to make it easier to retrieve data that might otherwise be lost due to hardware failure or user error, with the benefit of the most sophisticated encryption available.

I am continuing to write a monthly tech-related article for The Cranbury Chronicle publication.

I create flyers and bookmarks for library programs on a weekly basis, and promote them online and within the library.

	Website			EBSCO	Next Reads	Notary	eLibrary	PC Usage	Facebook	
	Sessions	Users	Page Views	Sessions	Active Users	Total Docs	Circs	Sessions	Likes, Comments and Shares of Posts	Viewed Posts
Jan	1500	918	1749	24	1415	14	207	179	224	2226
Feb	1318	742	2369	27	1422	20	179	194	233	1644
Mar	1,311	806	2205	7	1418	31	231	161	191	2067

Public Relations Committee – Monday, March 25, 7:30 p.m., 18 Brainerd Drive  
Evelyn Spann, Michelle Gittings, Kirstie Venanzi, Andre Mento was absent

Discussed purpose of the PR committee:

1. Disseminate information – how is this accomplished?
2. Outward facing information
  - a). Value of the library in the community
  - b). Update the community on the library project/construction

Discussed the mechanics of how to get the information out:

1. In the past, we had used the Cranbury Press almost exclusively, currently circulation is down, but still appropriate to use this means of communication
2. Now we realize that we need to use a variety of methods to get out our info/message.
3. The staff have employed Word of Mouth.
  - a). We need to give them consistent message and updated information.  
*(Marilynn gives staff up to date information based on newsletter)*
4. Mailings have been successful – costs around \$400.00 each time
5. Social media including
  - a). Facebook
  - b). Twitter
  - c). Instagram – noticed that the library has two accounts
    - 1). Who can post? Assign several? Need policy?
6. Township Newsletter
7. School newsletter (?)
8. Four Seasons newsletter
9. Library newsletter

PR initiatives:

1. Get to know the library staff, for example: Jay Oliver, A display at the end of the shelving to possibly include five questions. Change monthly?  
This could expand beyond library staff, township committee?
2. Town-wide mailing with the new drawings

The Strategic Plan process had included some brainstorming on good PR ideas.

Tossed around these ideas/new visions:

- The public library is where everyone is welcome
- Place to have unstructured time.
- Encourage connections, encourage community
- Make Park Place West your place
- Beyond community living, gatherings/programs extend to outdoors
- Community, Connection, Cranbury

Action points:

1. Find our brainstorming notes/ideas for the Strategic Plan re. vision. We could use this in conjunction with the mailing or Instagram posts.
2. See where Marilynn is with finalizing our work/revisions on the strategic plan from the February meeting. (for approval April meeting)
3. Ask Jay Oliver to come to next meeting to meet him; he can update us on what we currently are doing via social media. (will attend)
4. Ask Arcari +Iovino for drawings of all sides of the library or elevations by April 15. Update. Renderings are waiting for Maser to update some details. Might take a little longer than the middle of April.
5. For a mailing to reach the most people, it should be before the end of June or after Labor day.
6. Message about library mission and vision or anything regarding the new library needs board approval to make sure information is aligned/coordinated.

**Service Priorities 2019**

**Priority A. Provide a library facility that meets the needs of the growing Cranbury community.**

**Step 1. Secure remaining funding needed to begin construction of a new library building.**

- ✓ Worked on updating the Strategic Plan.
- ✓ New site plans drawings were received and Board approved.

**Step 2. Construct and furnish the new library.**

**Step 3. Plan and carry out a successful transition to new library building.**

- ✓ Cleaned out the back cupboards. Items identified for community sale.
- ✓ Weeded board books, audiobooks, oversized and 900 sections.
- ✓ Secured permissions to participate in Community Yard Sale.

**Priority B. Advance the library as an essential anchor of the community.**

**Step 1. Provide exceptional service to our members**

- ✓ Keeping displays fresh and up-to-date.
- ✓ Staff is providing Librarian, Technology and Reader's Advisory services.
- ✓ Two Notaries Public available
- ✓ Laura attended a summer reading workshop.
- ✓ Heidi attended a Novelist K-8 workshop.
- ✓ Within budget after first quarter.

**Step 2. Nurture partnerships within the community**

- ✓ Attended Township budget meeting.
- ✓ Stories read monthly at the Montessori school.
- ✓ Presented Golden Age Neighbors program.
- ✓ CrandPals initiative proceeding smoothly.
- ✓ Participated in Read Across America.
- ✓ Jay is presenting a seminar for the senior center.

**Step 3. Offer events and services patrons want**

- ✓ See Program Calendar below

**Priority C. Deliver high-quality public education for all.**

**Step 1. Expand on the three pillars of Libraries = Education by offering:**

- a. Self-Directed Learning
  - ✓ New books and material ordered continually .
  - ✓ Raspberry Pis purchased to be checked out by patrons for use in the library.
  - ✓ Purchased two LaunchPad tablets for use by preschoolers in the library.
  - ✓ Seasonal and themed worksheets are always available for children.
  - ✓ Pi Day display
  - ✓ Maker's Day Activities available

- b. Research Assistance & Instruction
  - ✓ Tech Talks with Jay offered monthly and by request
  - ✓ Book- a-librarian offered daily
  - ✓ Staff offers Reader's Advisory at the circulation desk daily.
- c. Instructive and Enlightening Experiences
  - ✓ See Event Calendar below

### **Step 2. Adopt new vocabulary, signage and strategic branding that equate the library with an educational center.**

- ✓ Using new vocabulary in newsletters, flyers, and reports.

### **Priority D. Promote the library and the services our library offers.**

#### **Step 1. Use print, signage, social media, in house and "Word of Mouth" marketing.**

- ✓ Update our website to keep content fresh and easy to find.
- ✓ Distribute a monthly newsletter by email and print.
- ✓ Keep outside signs current.
- ✓ Use Facebook, Goodreads, and NextReads to promote the library.
- ✓ Develop signs, flyers, bookmarks and handouts to promote services and events.
- ✓ Keep staff informed and supply them with materials to promote events at the desk.

#### **Step 2. Develop and use innovative ways to promote materials and services to patrons.**

- ✓ Keep displays current and seasonal. Use them to promote a class, event, library service, or other library materials.
- ✓ Instruct staff in the use of Library Aware to produce shelf talkers, if you liked..., and other materials Library Aware offers.
- ✓ Write promotional copy for the Chronicle and other local media.

#### **Step 3. Keep staff, township officials and the community abreast of developments in plans for the new library.**

- ✓ Use the library staff page to make internal announcements.
- ✓ Holding monthly planning meetings.
- ✓ A full staff meeting is scheduled for April 26
- ✓ Attended the Shade Tree meeting and gave them the list of plants for the new library area.
- ✓ Attended the Park Commission Meeting to share the latest site plans with them.
- ✓ Materials and information on the new library are available in the library.
- ✓ Use both the library and Foundation websites to communicate what is happening.

## **Event Calendar**

### **Ongoing events, classes and workshops:**

Day and Evening Adult Book Groups – monthly LIT  
Spinning Yarns Craft club –bimonthly ADULT  
Literary Conversation Café – monthly CON

## Progress Report

4/11/2019

Tech Talk – monthly and by appointment TECH  
Chess Club – weekly AS  
Spark Club – monthly S.T.E.M.  
Make Something of It, Stories and Crafts – monthly AS  
Story times – Weekly and twice a month on Saturday LIT  
CranbPals – Twice a week IG  
Great Decisions – Monthly CON

### Special Events and Classes:

Jan	7	CranPals begins and runs twice a week through June	IG
	29	Stealing the Body of Abraham Lincoln	ADULT
Feb	2	Backyard Birds	IG/LOCAL
	12	Make a Card for Valentine's Day	ADULT/LOCAL
	23	History of the Ku Klux Klan	ADULT/LOCAL
Mar	2	Put on your writing gloves	LIT
	12	Great Decisions - first of 8 monthly sessions	CON
	14	Pi Day	STEM
	15	Life of Albert Einstein	ADULT
	22	Maker Day activities and Paper Airplane contest	STEM
	23	Maker Story time and other activities	STEM
	16	Golden Age Neighbors	TECH
Apr	7-13	National Library Week	
	12	New Resident Reception	LOCAL
	26	Go Van Gogh!	ADULT
May	18	Health and Wellness Fair	IG

- Preschool and Children's literacy classes. LIT
- Computer and Technology training and assistance. TECH
- Innovative technology or Maker workshops for all ages. STEM
- After school events to engage children who stay in the library. AS
- Adult book and crafts groups. ADULT
- Adult Conversation Group(s). CON
- Seminars with local presenters or events about Cranbury. LOCAL
- Reader's Advisory. LIT
- Summer Enrichment. LIT
- Intergenerational workshops. IG