

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

**April 12, 2018 – 7:30 p.m.  
Gambino Room, Cranbury Public Library  
Meeting called to order at 7:35 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 – PRESENT

Evelyn Spann, Chief School Administrator’s Representative – PRESENT

Robin Black – EXCUSED

Ira Negin – PRESENT

Lorraine Sedor – PRESENT

Nancy Whitcraft – EXCUSED

Michele Gittings, 1<sup>st</sup> Alternate, Recording Secretary – PRESENT

Theresa Vaccaro, 2<sup>nd</sup> Alternate – PRESENT

Also present:

Marilynn Mullen, Director

**3. APPROVAL OF MINUTES:**

A. Review and action on the minutes of the March meeting

March Meeting Minutes:

All present remaining in favor. APPROVED

**4. TREASURER’S REPORT: Marilynn Mullen on behalf of David Fletcher**

A. Recommended action on Bills List for month ending 03/31/2018

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

Motion to accept the Bills List as presented: Ira 2<sup>nd</sup>: Andre All in favor. APPROVED

B. Report – Budget and Operating Status as of 03/31/2018

Marilynn said that 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 in March. However, the check was received in April which will correct the loss in the revenues as compared to the budget. The wage cost was also higher since there were three pay periods in March instead of two. Two additional bills from April were also paid – one to Maser Engineering and one to the lawyer – both for the storm water maintenance agreement.

**5. DIRECTOR’S REPORT: Marilynn Mullen**

A. Report attached

**6. COMMUNITY EDUCATION LIBRARIAN'S REPORT: Marilyn Mullen**

- A. Report attached.
- B. Michele noticed that the event "David Brainerd in Cranbury" was scheduled for April 9 under "Upcoming Programs", and Marilyn responded that it was a typo and should be May 9.

**7. SYSTEM'S ADMINISTRATOR'S REPORT: Marilyn Mullen**

- A. Report attached.

**8. DIRECTOR'S REPORT: Kirstie Venanzi**

- A. Dan Mulligan and Evelyn Spann took the Oath of Office, administered by Kirstie Venanzi. Andre Mento and Michele Gittings took the Oath of Office before the start of the meeting.
- B. Review "Annual Calendar of Events" April, May
  - i. BOT Financial Disclosure Forms
  - ii. Finance Committee to confirm Library Appropriation after Township Committee passes Township Budget
  - iii. Michele noted sending in the attendance record for Quarter 1 of 2018 to Kathy Cunningham and received confirmation. Kirstie said that she sent a copy to Dan Mulligan.
  - iv. Director to submit progress against Annual Library Goals
  - v. In May, the contract will be reviewed with the auditor.

**9. REPRESENTATIVES' REPORTS:**

- A. Mayor's Report: Dan Mulligan – Update
  - i. Dan met with Mark Berkowsky, Marilyn Mullen, Jay Taylor, the township attorney, and the town planner (Richard). The township will submit the application to the state. Details of the application were discussed including cost of land, town history, masterplan, site work, parking lot, rain garden and furniture. The township is providing funding to help with the application. The architect will do the first draft. Criteria from the state may be ready in late spring.
- B. Chief School Administrator's Representative: Evelyn Spann – Update
  - i. Evelyn restated that it is not within the school board's power to endorse.
  - ii. No news to report from the school.
- C. Cranbury Public Library Foundation: Marilyn Mullen – Update
  - i. Michael Ferrante is heading the new resident reception tomorrow night. Thank you to those who can come and/or bring desserts.

**10. TRUSTEE COMMITTEE REPORTS:**

- A. Personnel: Chair – Lorraine Sedor, Kirstie Venanzi, Theresa Vaccaro
  - i. No report
- B. Finance: Chair – Dave Fletcher, Andre Mento, Ira Negin
  - i. As discussed earlier
  - ii. We are under budget.
- C. Policy and Planning: Chair – Ira Negin, Kirstie Venanzi, Michele Gittings, Theresa Vaccaro
  - i. There was a meeting planned that was cancelled due to weather. This will be rescheduled.
  - ii. The committee will work on the strategic plan and update the Annual Events calendar.
  - iii. The committee will also work on the process of the annual review of the director.

- D. Nomination and Elections: Chair – Andre Mento
  - i. No report
- E. Special – Public Relations Committee: Chair - , Lorraine Sedor, Nancy Whitcraft, Robin Black
  - i. The current flyer with talking points about the new library was discussed. Some board members raised concerns about the appropriateness of one of the images and the wording of one of the talking points. Dan made a motion to vote on reprinting the flyer to modify the wording and to replace the one image of the new library with the most current image. Evelyn seconded the motion. Theresa, Dan, Evelyn, and Michele voted YES. Andre, Kirstie, Lorraine, and Ira voted NO. The decision was tabled until the next meeting due to a tie.
- F. Special – Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Michele Gittings
  - i. Kirstie summarized a meeting of the Facilities Committee that she, Marilyn, David, Michael Ferrante, Mark Berkowsky, Glenn Johnson, and Michele were in attendance. Andre was excused. Topics reviewed were the updated costs of the new library and decisions made by the Facilities Committee including the addition of a window in the adult reading area, the addition of transoms to the windows in the front of the building, closing the second exit on the north side of the building and turning the vestibule into a meeting room, adding an exterior door on the back/west side of the building that would go to a future patio, changes in the site due to the removal of the second exit, the inclusion of an FM 2000 system and archival zone with humidifier for the protection of historic documents, using an asphalt roof instead of a metal roof, choosing against having a sprinkler system, and against having an electric charging station. A letter from the architect indicating architectural and engineering costs for certain changes was discussed. The patio in the back of the new library was removed from consideration and will be reconsidered after the new library is built.
  - ii. Some board members inquired as to the reasons for the decision to remove the electric charging station. The cost to the library was unknown. Some members felt that the electric charging station should be reconsidered.
  - iii. The possibility of a generator was discussed. The new library will be designed to accommodate a generator, but due to costs, noise, odors, and placement on site, renting a generator will be considered. This would also allow for maintenance to occur offsite. The existence of town generators at Town Hall, the police station, and fire station was noted.
  - iv. The composition of the sidewalk as you enter the main entrance of the new library was discussed – concrete, bluestone (or other stone substitute such as concrete pavers), or combination. Issues considered included snow removal, heaving, a welcoming entry, and maintenance. Also, how far the stone would extend was discussed. The bricks are to go on a patio in front of the library. The walkway towards the school would be asphalt. Dan will ask the township engineer to give his opinion on the composition of the sidewalks.
  - v. The location of the garbage was discussed. Proposed locations were at the front corner north side of the building (proposed by architect), and at either of the two eastern corners of the parking lot. Factors considered were placement on grass, the

proximity to the building, unsightliness, compromising the view through the open space (a concern of neighbors), the distance to wheel the garbage for pick-up, and accessibility of the garbage truck. The amount of garbage and variations were discussed. A tall enclosure to completely hide the garbage was suggested. Some members preferred that the garbage truck not enter the main parking lot. The option for the location at the southeast end of the parking lot was removed. Some members noted that the disposal company may have a preference for the location of the pick-up – either in the circle or on Park Place West. A suggestion was made that the waste disposal company be called to get their opinion on where they would like to pick up the garbage. Kirstie made a motion first to vote on the location of the garbage next to the library or next to the parking lot. Kirstie, Andre, Dan, Evelyn, Theresa, Lorraine, and Ira voted to locate the garbage next to the building. Michele voted to locate the garbage next to the parking lot. Next, Kirstie made a motion to vote on the garbage location at the north or front side of the building. Dan, Andre, Kirstie, Ira, and Lorraine voted for the location to be on the north side. Evelyn and Michele voted for the location to be in the front.

**11. OLD BUSINESS**

- A. None

**12. NEW BUSINESS**

- A. Library Construction Bond Referendum – discussed earlier
- B. New Neighbor Reception – discussed earlier
- C. Financial Disclosure Forms – Marilyn handed out financial disclosure forms and trustee cards to all of the members and asked for them to initial a paper indicating that they received the form.
- D. Oath of Office – discussed earlier

**13. CORRESPONDENCE**

- A. There was a letter from the architect, discussed earlier.

**14. OPEN DISCUSSION PERIOD**

- A. Andre recalled a news story about an autistic child tapping on CD's in a public library that distracted some patrons. The board asked if a policy was in place and they were assured that the library has a policy to cover this situation.

**15. ADJOURNMENT**

- A. A motion was made to adjourn: Kirstie 2<sup>nd</sup>: Dan All in favor. APPROVED  
Meeting was adjourned at 9:11 pm.

Respectfully submitted,  
*Michele Gittings*  
Recording Secretary