

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

**May 9, 2019 - 7:30 p.m.  
Gambino Room, Cranbury Public Library**

**1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT**

The meeting was called to order at 7:33 p.m.

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	Michele Gittings -present
Andre Mento, Vice-President -present	Ira Negin -present
Dave Fletcher, Treasurer and Secretary -present	Lorraine Sedor -present
Dan Mulligan, Township Committee -present	Nancy Whitcraft -present
Evelyn Spann, Chief School Administrator's Representative -present	

Also to be present:

Marilynn Mullen, Director -present

**3. CONSENT AGENDA:**

- A. Action on the minutes of the April meeting
- B. Action on Bills List for month ending 4/30/2019

Motion: 1st: Ira 2nd: Andre Approved

**4. TREASURER'S REPORT:**

- A. Report - Budget and Operating Status as of 4/30/2019

The balance sheet shows current assets of just over \$69,000 and current liabilities of \$638 which is a strong ratio. Total assets are \$542,365. Balance sheet is favorable. On the Statement of Revenues and Expenses income through April was \$178,850 and expenses were \$173,026 for a net positive income of \$ 5,824. Every expense category is under budget as of April 30.

**5. PRESIDENT'S REPORT: Kirstie Venanzi –** Items covered later.

Calendar of Events: May -Review contract with auditor. June – submit progress to goals.

**6. DIRECTOR'S REPORT: Marilynn Mullen –** attached

**7. TECHNOLOGY SPECIALIST REPORT: Jay Oliver –** attached

Nancy mentioned Van Gogh program was excellent. Library visitors are up and may be due to program attendance. Research questions are also up.

**8. REPRESENTATIVES' REPORTS:**

A. Mayor's report: Dan Mulligan – Marilynn has been working with the town on cost estimates for the new library. She went back and forth with Denise and I think she got everything that was needed. If there is anything we can do to get the best application - we are there.

B. Chief School Administrator's Representative: Evelyn Spann – Marilynn met with Susan Genco about the door project. The frame that was ordered is here and is scheduled to be installed Saturday as early as possible – 7 a.m. to minimize disruption to library patrons. Cranbury graduation will be June 18 at 6:30 and Princeton HS graduation is June 20. The last concert for the school is Friday, May 10 night with the Princeton Studio Band.

C. Cranbury Public Library Foundation – Marilynn

The New Resident Reception was a great success. Marilynn will be filing the 990 tax forms for non-profits.

**9. TRUSTEE COMMITTEE REPORTS**

A. Personnel: Chair–Lorraine Sedor, Kirstie Venanzi, Nancy Whitcraft

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Committee met with Marilyn to go over her Board review. Marilyn's contract is up in December of 2020.

B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin

C. Policy and Planning: Chair– Ira Negin, Kirstie Venanzi, Michele Gittings

1). Proposed by-law changes

Motion to accept changes as presented: 1st: Andre 2nd: Dave

Discussion on Section 4.6: Does notification include email? It was decided that email is considered a written request. Section 3.5 is standard language stating the Secretary makes sure minutes are kept – not necessarily by the Secretary. Article VI - It was decided that sub-committees do not need to announce meetings in advance. Also dates at the bottom of each changed page will be updated to the date of approval.

All changes to the by-law were approved with all in favor.

D. Nomination and Elections: Chair– Andre Mento, Dave Fletcher, Nancy Whitcraft, Dan Mulligan

Committee had a meeting. They have 4 or 5 potential candidates and are in the process of contacting them. Each candidate needs to fill out a volunteer form available on the township website. Kirstie can email the mayor with suggested Board members.

E. Special - Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Lorraine Sedor

No meeting as we are still waiting for the rendering which should be available next week.

F. Special – Public Relations Committee: Chair –Andre Mento, Michele Gittings, Evelyn Spann  
Committee met and the notes are attached.

**10. OLD BUSINESS**

**11. NEW BUSINESS**

A. Change in by-laws – see above

**12. CORRESPONDENCE**

Email from the NJ State Library about the NJ Library Construction Bond Act including a survey form for proposed projects. (attached)

Marilynn explained she talked with the State Library to clarify what entails construction costs. Previous cost estimates we given to Anthony Iovino and Mark Berkowsky to review. Denise Marabello and Dan reviewed the cost estimates as well and increased the land cost estimate. A copy of the estimate is attached as well as the completed survey.

**13. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT**

Kirstie reiterated the request for written reports from representatives and committees.

Michele suggested that all these reports be posted on the website along with the minutes.

After discussion it was decided any written reports referred to in the minutes will be posted as part of the minutes on the website beginning with the April meeting.

Kirstie will be representing the library in the Memorial Day Parade using Frank Marlowe's truck. All Board members are invited to march as well.

**14. ADJOURNMENT** at 8:34 p.m. by consensus.

Transcribed by Marilyn Mullen

Respectfully submitted – David Fletcher, Secretary

**Construction Bond Act** – I received an email from the NJ State Library requesting that directors complete a survey if their library is planning a construction project. The short survey asks if your library has a proposed library project, if so what type, the estimated cost, and estimated square footage. I have been consulting with Anthony Iovino, Mark Berkowsky, and Denise Marabello on the various cost estimates. A copy of the completed survey is attached.

**New Door** – The school cut the hole in the wall for the new door as planned but the actual door has not been installed. Because of a size problem the door needed to be reordered. The school just told me the new door is here and will be installed on Saturday, May 11. Our items are all in cabinets and/or boxes so preparing the Gambino Room will be a matter of the custodians moving the furniture.

**Community Yard Sale** – The sale was a success! The library made \$225.76 and the Gambino Room was decluttered. Laura Bonds and I arrived at the library at 8:00 a.m. to set up. Toys, crafts, books and other miscellaneous items were sold until 3:00 p.m. At that time remaining books were packed for shipment to Better World Books and Kirstie disposed of any other items.

**Strategic Plan** – I reviewed the estimates for operating expenses for the new library building. I examined several police station invoices for heating and cooling and water usage in 2018. Our operating expense estimates were slightly higher than those average costs so all I did was update the year on the title of the operating expenses page in the Strategic Plan.

**By-Laws** – I prepared a new draft of the suggested changes to the by-laws and emailed them to the Board of Trustees on April 26, 2019.

**Advocacy** – I and several other directors met with Asm. Wayne DeAngelo to tell him of our upcoming requests for the legislative budget. We requested an increase in state library funding and full restoration of per capita state aid. I thanked the Assemblyman for his letter to Governor Murphy requesting the Library Construction Bond Act move forward. We are scheduled to meet with Asm. Benson on Thursday morning.

**Master Plan** – I participated in the Cranbury Master Plan re-examination meeting. The new library was mentioned by most attendees as being an essential component of our community.

**Staff meeting** – A staff planning meeting was held on April 16. Programs are planned through July. The library will have two tables at the Health & Wellness Fair – one to encourage reading and make bookmarks and the second will feature the Library Chess Club. Plans for the Summer Enrichment program and events were reviewed.

A full staff meeting was held on April 26. I updated staff on what was happening with the new library. We discussed:

- The schedule and the need for another Member Service Specialist to fill in empty time slots and cover vacations
- New staff assignments and tasks
- New procedures for series DVDs
- Upcoming yard sale.
- Upcoming programs
- New ideas for programs

A previous Member Services Specialist candidate is still available and I asked her to return for a second interview on Thursday.

**Foundation** –The New Residents reception was a huge success. Ninety seven people attended and all said they enjoyed the evening. Thanks go to Board Members for assisting with food. I have begun preparing the 990 Tax Return for the Foundation.

**Scout Project** – I met with Boy Scout Rohun Chivate about a possible Eagle Scout project. He has helped with the Chess Club and would like to provide the new library with chess tables.

**Heard at the Library** – “This annual event [New Neighbor Reception] epitomizes what a true community library is – a meeting and learning place for all people in our community.”

May 2, 2019

To: Marilyn Mullen

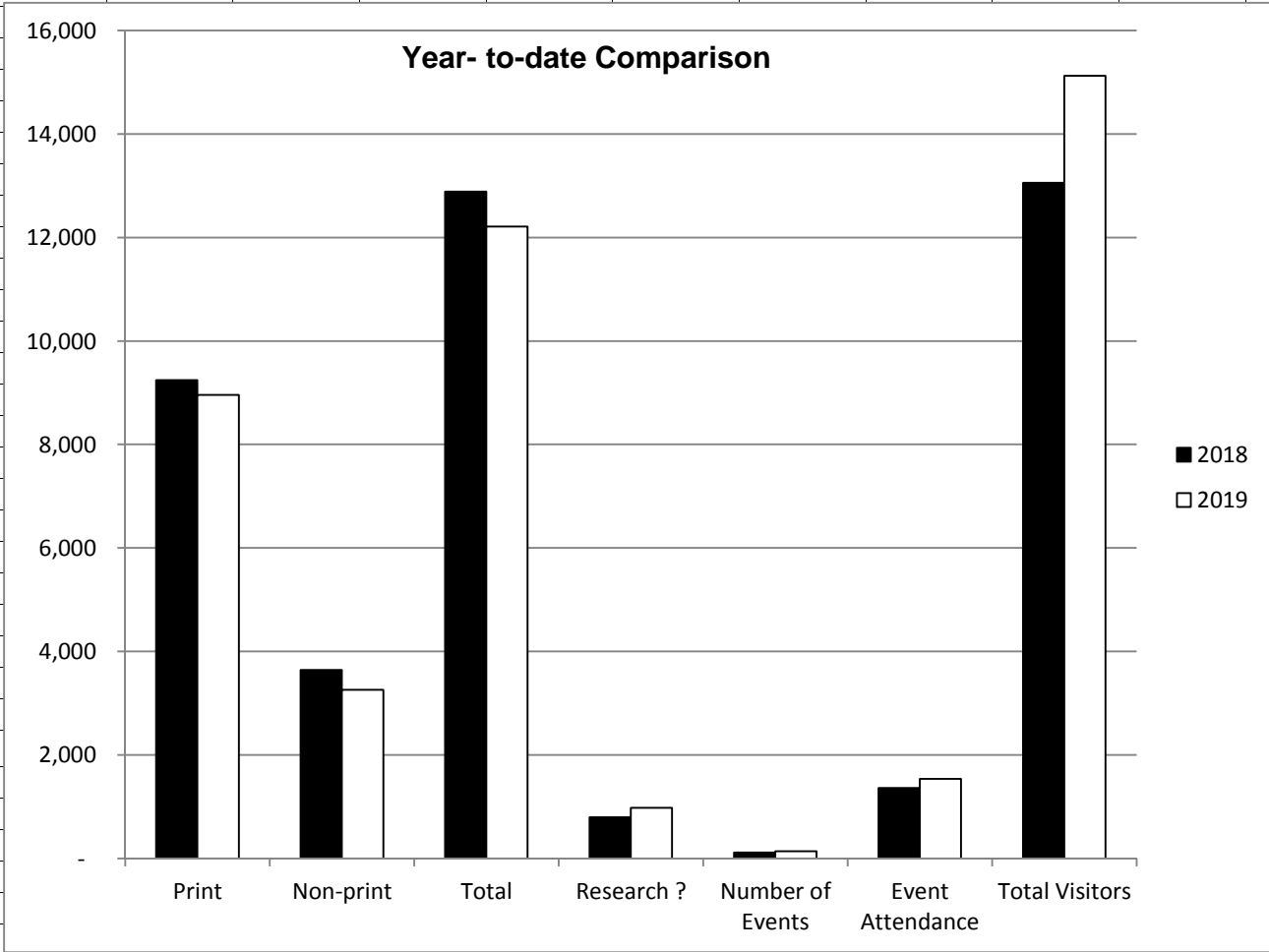
From: Beth Anne Kafasis

Re: Member Service Specialists' Activities April 2019

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

- Checked out 2,089 items.
- Issued 6 new and 2 replacement adult cards and 1 new juvenile card. Two members were removed due to relocation.
- Requested 71 Interlibrary loans for our patrons, of which we received 66. The remaining 5 were unavailable.
- Received 10 requests for Interlibrary loans from other libraries, of which we were able to supply 9.
- Processed and added 119 new items to the collection and deleted 168.
- 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>	9,246	3,642	12,888	793	113	1,359	13,056
<b>2019</b>	8,959	3,256	12,215	979	139	1,539	15,125



**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. I have just begun the planning process of re-invigorating the library’s Instagram account, and look forward to providing updates about the account in the next Tech Report.

The library’s Chess Club for children/teens continues to thrive as a weekly program. I am beginning to plan incorporating speed chess (with a timed button push clock) into these weekly meetings.

In April the library held the “Go, Van Gogh!” program, which was well attended. I applied for the program -- on behalf of the library – to the NJ Council for the Humanities. The application process made this high quality program available to the library, for only a \$50 fee.

A “*Voice Control Assistant and Social Media Workshop for Senior Citizens*” program was presented to the Golden Luncheon Agers on a Saturday afternoon in April. I setup the program and helped promote it; the program was presented by a student from Princeton High School, and included an introduction from a representative from Cisco. A raffle was given at the start of the program. A winner was chosen at the end; the winner received a free Amazon Echo Dot, which the speaker voluntarily donated.

I attended the New Resident Reception at the library, on April 12, where I met with and spoke to attendees, and discussed the library’s programs and services (and took suggestion and listened, in the spirit of National Library Week).

In April, the library held another meeting of the *Put On You Writing Gloves* program, which is a Saturday workshop in the library, presented by a local high school student. The program emphasizes developing creative writing skills. I have helped promote and coordinate this program, which has been ongoing for a few months.

On April 12 I gave a presentation at the Senior Community Center in Cranbury on the topic of “*Internet and Email Safety for Seniors*” – discussing types of common scams and what to look out for, and the recourse and protection available to those who have been scammed.

In May the library will be hosting the program, “*The Beatles: Beginnings*”- an immersive Beatles experience which will be hosted by a Beatles enthusiast from Liverpool.

I am continuing to write a monthly tech-related article for The Cranbury Chronicle publication. I just finished my second article on the inventions of Nikola Tesla.

I am hosting another Spark Club! Program in May, which will be Raspberry Pi related.

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
Apr	1,211	716	2,011	23	1412	13	203	164	90	1042

# New Cranbury Public Library

5/7/2019

## Project Costs

<b>Building Construction (Median Bid 2017)</b>		3,330,000		
Millwork		44,000		
Subtotal		<u>3,374,000</u>		
Escalation & Design changes	10%	337,400		
<b>Building Construction Estimate</b>		<b>3,711,400</b>	<b>3,711,400</b>	
Construction Contingency	10%		371,140	
<b>Total Hard Costs</b>			<u><b>4,082,540</b></u>	<b>4,082,540</b>

## Furniture/Fixtures

Compact Shelving		25,000		
Furniture		100,000		
Computers, printers, TV's, etc.		60,000		
Subtotal		<u>185,000</u>		
Escalation	10%	18,500		
<b>Furniture/Fixtures</b>		<b>203,500</b>	<b>203,500</b>	<b>203,500</b>

## Soft Costs

Architect - Design		185,000		
Architect - CPS		60,000		
Site Engineer		185,000		
Site Engineer - CPS		10,000		
Attorney		10,000		
<b>Soft Costs</b>		<u><b>450,000</b></u>	<b>450,000</b>	<b>450,000</b>

## Land

Land donated by Township		250,000		
<b>Land</b>		<b>250,000</b>	<b>250,000</b>	<b>250,000</b>

## Total Project Costs

**\$4,986,040**

## Revenue

Fees Spent:				
Architect		\$175,925		
Site Engineer		\$173,304		
Attorney		<u>\$9,537</u>		
Fees Spent:		<u>\$358,766</u>	\$358,766	
Land donation			\$250,000	
CHPS pledge			\$45,000	
Foundation cash			\$1,883,656	
Library reserves			<u>\$419,963</u>	
<b>Total Revenue</b>		<b>\$2,957,385</b>	<b>\$2,957,385</b>	<b>\$2,957,385</b>

## Project shortfall/Grant required

**\$2,028,655**