

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

**May 10, 2018 – 7:30 p.m.
Gambino Room, Cranbury Public Library
Meeting called to order at 7:38 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 follows: 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 – PRESENT
Dan Mulligan, Township Committee – PRESENT until 7:58pm
Evelyn Spann, Chief School Administrator’s Representative – PRESENT
Robin Black – PRESENT
Ira Negin – PRESENT
Lorraine Sedor – EXCUSED
Nancy Whitcraft – PRESENT
Michele Gittings, 1st Alternate, Recording Secretary – PRESENT
Theresa Vaccaro, 2nd Alternate – EXCUSED

Also present:
Marilynn Mullen, Director

3. APPROVAL OF MINUTES:

- A. Review and action on the minutes of the April meeting
April Meeting Minutes:
APPROVED BY CONSENSUS

4. TREASURER’S REPORT

- A. Recommended action on Bills List for month ending 04/30/2018
Dave stated that he reviewed the bills for the month of April, signed the related checks and found everything to be in order.
Motion to accept the Bills List as presented: David 2nd: Andre Evelyn ABSTAINED. Kirstie, Andre, David, Dan, Robin, Ira, Nancy and Michele all voted to APPROVE the minutes.
APPROVED
- B. Report – Budget and Operating Status as of 04/30/2018
Dave reviewed the financial status and said that the balance sheet was strong. The Statement of Revenues shows that the revenues are below budget by \$6,387. Once the

library appropriation money is received from the town, this will correct the loss in the revenues as compared to the budget. All expense categories were under budget.

5. DIRECTOR'S REPORT: Marilynn Mullen

- A. Report attached.
- B. Marilynn gave an update on the construction bond referendum. It is her understanding that Spring 2019 would be the earliest that libraries would receive funds. This is based on the criteria being released this fall and 30-90 days of a public comment period. The criteria would then be restated and then there would be a 60 day period to apply.
- C. An ad was placed yesterday for a new tech librarian to work 25-30 hours per week to replace Joanne Dera who is resigning
- D. Marilynn met with the auditor today. He sees the minutes on the website. He will be in on Monday.

6. YOUTH SERVICES LIBRARIAN'S REPORT: Marilynn Mullen

- A. Report attached.

7. SYSTEM'S ADMINISTRATOR'S REPORT: Marilynn Mullen

- A. Report attached.

8. PRESIDENT'S REPORT: Kirstie Venanzi

- A. Review "Annual Calendar of Events" May, June
 - i. Marilynn has reviewed and renewed the contract with the Auditor.

9. REPRESENTATIVES' REPORTS:

- A. Mayor's Report: Dan Mulligan – Update
 - i. No report
- B. Chief School Administrator's Representative: Evelyn Spann – Update
 - i. The vote within the Princeton School Board to decide whether or not to extend the send-receive relationship with Cranbury for another 10 years is scheduled to occur on May 22.
 - ii. Michael Simonelli was voted teacher of the year.
 - iii. Michael Ferrante is the new township representative to the School Board.
- C. Cranbury Public Library Foundation: Marilynn Mullen – Update
 - i. No report

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 in Dave's review earlier
- C. Policy and Planning: Chair – Ira Negin, Kirstie Venanzi, Michele Gittings, Theresa Vaccaro
 - i. The policy for evaluating the director annually will be given to the Personnel Committee.

- 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. None
- F. Special – Public Relations Committee: Chair - , Lorraine Sedor, Nancy Whitcraft, Robin Black
 - i. The new resident reception went very well with at least 50 people attending.

11. OLD BUSINESS

- A. Dave took the oath of office before the meeting.
- B. Public relations information flyer – The board once again discussed the concerns of the public relations flyer as a tie vote at the April meeting tabled the decision of whether to keep or reprint the flyer. The use of an outdated image and the wording of the township appropriations was discussed. The cost of reprinting at around \$300 and the number of flyers remaining (at around 100) was also noted. Andre made a motion to use the remaining flyers as is and then when ordering new ones to make the changes noted. Nancy seconded the motion. Kirstie, Andre, David, Ira, Robin, Nancy, and Dan all voted FOR the motion while Evelyn and Michele voted AGAINST. APPROVED.
- C. Updates to the library, as had been discussed with the Building Committee, were discussed.
 - i. While the Building Committee had requested a window to be placed in between two other windows near the adult reading area to make a larger effective window, the architect had put an additional window by the stacks. The board agreed by consensus to have the window moved to the reading area.
 - ii. The board also discussed and agreed to have the architect place transoms back above the front windows of the community rooms, but also to check on cost. APPROVED BY CONSENSUS.
 - iii. The possibility of an electric car charger was also discussed. Some things noted were unknown costs, payment processes, consumer desirability, space allocation, and location. Dan made a motion to not change the design to include an electric car charger at this point, but to leave the option open at the time that the parking lot is being built to make a decision on whether to include it then. All were in favor. APPROVED.
- D. The board discussed options if the library is not awarded any money or enough money from the construction bond referendum and reviewed costs and how the application is being approached.
- E. Dave said that it was important to keep the new library fresh in the public’s mind and a discussion ensued about different ways to accomplish this.

12. NEW BUSINESS

- A. Library Construction Bond Referendum – update as stated earlier
- B. Cranbury Day Memorial Parade – Preparations for the Cranbury Memorial Parade were discussed. Frank Marlowe’s truck will be used. On Friday night the truck will be decorated in the parking lot. Bookmarks can be handed out, perhaps candy.

- C. Cranbury Day event – Marilyn discussed having a petting zoo at the new library site. The board agreed to spend \$400 to book the company.

13. CORRESPONDENCE

- A. None

14. OPEN DISCUSSION PERIOD

- A. The township got the paperwork for the stormwater approval.
- B. Michele asked if anyone had talked with the waste disposal company about the pick-up location of the garbage. Marilyn responded that this could be done once the service is in place.
- C. Michele suggested that the library could save money by choosing final colors for the new library rooms upfront, instead of repainting all rooms after the library was built. Later, if the library wished to repaint individual rooms, the cost would be lower. Several suggestions were made for choosing colors and people to work with, including Nancy and Lisa Walsh.
- D. Michele asked if the shingles on the new library were specified to be 3-tab or architectural. Marilyn said that she would check.

15. ADJOURNMENT

- A. A motion was made to adjourn: Dave 2nd: Ira All in favor. APPROVED
Meeting was adjourned at 8:48 pm.

Respectfully submitted,

Michele Gittings
Recording Secretary