

Cranbury Public Library Board of Trustees
Meeting Minutes
June 13, 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 7:35 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 - absent
Dan Mulligan, Township Committee -absent	Nancy Whitcraft - absent
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 May meeting

Motion: 1st: Dave 2nd: Ira Approved as amended

B. Action on Bills List for month ending 5/31/2019

Motion: 1st: Kirstie 2nd: Andre Approved

4. TREASURER’S REPORT:

A. Report - Budget and Operating Status as of 5/31/2019

The balance sheet shows total current assets as \$59,850 and current liabilities as \$639 – a strong ratio. We have other assets of \$473,815 for a total of \$533,665. We made a slight change to the Statement of Revenue and Expenses report. The library reports on a cash basis meaning money is recorded when it is actually received and expenses when they are actually paid. Every month there is a lag between what the township paid us and what is actually due us. Up to the end of May we have received \$220,246 which is \$29,465 less than what is due us. Next to that figure is an asterisk defined on the back as “The Township is holding \$29,464.92 of our yearly appropriation to be used for personnel expenses and paid out quarterly to the library for operating expenses.” This note is important because each month we show a net income that is a little off. At the end of May there is a negative income of \$3,138. Legally we are due every penny of the amount budgeted. If the \$29,464.92 was received, instead of showing a \$3,000 loss we’d be showing a \$26,000 gain through May which is more accurate. This note will show where we really stand on a monthly basis. All our expense accounts are under budget explaining why we have such a positive balance.

Kirstie asked why the fines amount is way over budget. Marilynn explained she set the budget low in case the Board decided to do away with fines. She would like the Policy and Planning Committee to discuss this issue and proposes doing away with charging fines –at least for children.

Michele asked about the “adult programming” being over budget at the end of May. Marilynn explained that she may have prepaid for adult programs. She will look into that.

5. PRESIDENT’S REPORT: Kirstie Venanzi

Memorial Day parade – covered in Director’s Report.

Renderings - attached

6. DIRECTOR’S REPORT: Marilynn Mullen – attached

NJ Construction Bond Act to be put in the NJ Register on July 1st. Marilynn spoke with State Librarian, Mary Chute last week. At that time the director’s survey showed 68 projects totaling \$175,000,000. If

that remains the same all project could be funded. The application may not be highly competitive but we shouldn't be too comfortable. Marilyn attended a grant writing workshop in May which discussed accuracy and reaching out to the grant manager to make sure everything in the application is present. Frank Marlowe, who has experience working on grant applications, has volunteered to assist with our grant proposal as well.

7. TECHNOLOGY SPECIALIST REPORT: Marilyn Mullen – attached

Andre commented that Jay was very enthusiastic in his job.

8. REPRESENTATIVES' REPORTS:

A. Mayor's report: Dan Mulligan - None

B. Chief School Administrator's Representative: Evelyn Spann - Update

New doors will be able to be locked remotely so electronic locks need to be installed. Door here will remain the same and will open into walkway to bathroom. Furniture placement can help prevent accidentally hitting someone when opening the door. Security training this August will determine how the library staff and patrons act during a lockdown. Move to the classroom will happen over the summer.

C. Cranbury Public Library Foundation – Marilyn

Federal 990 tax form was filed and NJ Charities Registration and Annual Report have been completed.

9. TRUSTEE COMMITTEE REPORTS

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

Nancy Whitcraft is resigning from the Board due to personal reasons.

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

Audit is delayed. The auditor is very behind – possibly due to new tax laws. Audit should happen this summer with the presentation to the Board in the fall.

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

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

Talking to a number of people for the open position. Mayor will get final choice.

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

F. Special – Public Relations Committee: Chair –Andre Mento, Michele Gittings, Evelyn Spann

Notes attached. Board Members reviewed the renderings and sample postcards. They agreed on the one to use for the postcard and to put the library web address below the picture. All the renderings will be available on the library website.

Michele asked if the library could have printed copies of the renderings in the library. She would also like to see the back of the building. Kirstie will see if that is possible.

Motion to let Marilyn make final design with Michele: 1st Andre 2nd Ira Passed with Michele abstaining.

Plan is to print by next week; volunteers to help stamp and label; mail by Friday.

10. OLD BUSINESS

11. NEW BUSINESS

A. Lockdown procedure coordination with the school/Security training with police

Tabled until we meet with police for security training.

B. Strategic plan

In April it was decided that Marilyn should look at the cost comparison to see if figures needed updating. In May Marilyn reported that the figures still held but there was never a vote to accept the Strategic Plan. The only change made was to update the comparison report date to 2018.

Motion to approve the updated and revised Strategic Plan: 1st: Kirstie 2nd: Andre

Approved unanimously.

C. LMx Bylaws

LMx is a non-profit set up allow the libraries of Middlesex County to work together. Each library Board sends a representative, usually the director, to the LMx meetings held every six weeks. The group works together to discuss and plan the awards reception, Leadership breakfast, and other small projects as well as a previous large project of establishing LMxAC, the automation consortium. The group decided to review the by-laws. Currently LMx Trustees had to be Library Board members and not library directors. The amended by-laws would allow library directors to serve as LMx Trustees. Also the General Membership meeting would be held every two years rather than annually. Each Library Board who's library is a member of LMX needs to approve these changes to the bylaws.

Dave asked if Marilyn was satisfies with the changes.

Marilynn replied, "I'm satisfied with the changes."

Motion to approve the amended LMx By-laws: 1st Dave 2nd: Evelyn Approved unanimously
Marilynn was designated as the Cranbury Public Library LMx representative.

D. Trenton Music Makers Orchestra – book collection

12. CORRESPONDENCE –

Email from the NJ Library Trustee Association about 2019 programs for Library Trustees

13. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT

Trenton Music Makers Orchestra – Books may be donated to their summer school library. Evelyn will accept donation and bring them to the organization.

14. ADJOURNMENT

Motion: 1st: Dave 2nd: Ira Approved

Prepared by Marilyn Mullen

Respectfully submitted – David Fletcher, Secretary

Construction Bond Act – State Librarian Mary Chute announced that the regulations for the NJ Library Construction Bond Act would be posted to the NJ Register on July 1, 2019. There will be a 60 day public comment period followed by a 30 day response period then a month to be officially adopted. I expect the library and township will be able to apply for funding in October. The earliest actual funds will be received is in 2020. I spoke with Mary Chute two weeks ago about the construction survey sent to library directors. She said the results show there are about 68 projects costing \$170 million in total. With a municipal 1 to 1 match, the Bond Act of \$125 million could fund all pending projects.

New Door – The school installed the new doors on Saturday, May 11. Unfortunately the door to the Gambino Room from the library has no window and opens into the aisle. To avoid someone opening the door and hitting a person, I keep the door propped open. Surprisingly, the door into the school is unlocked. Currently furniture is blocking the school entrance.

Security Training – I have scheduled security training with Sgt. Dworzanski at 9:00 a.m. on Friday, August 9. Hopefully by that time we will have the classroom/Gambino Room switched and can incorporate that fact into the drill. We also need to make sure there is a procedure in place to notify the library when a Lockdown is over.

Member Services Specialist – It has become apparent the library needs another MMS to work 15 – 20 hours per week – especially with staff taking vacations. There is money in the budget for another person. I have hired Desiree Schreiner who will begin working on June 12.

Memorial Day Parade – Thanks go to Kirstie Venanzi and Bill Kanawyer who decorated Frank Marlowe's pickup truck with a giant earth and balls to evoke the Summer Enrichment theme of "A Universe of Stories." Prior librarian and Library Board member Ginny Swanagan rode in the truck while Bill drove. Kirstie, Monica Wilson (Bill's friend), and I passed out bookmarks.

Postcard mailing – The PR Committee met to review the design of the postcard we hope to mail this month. I have a database of community addresses that is up-to-date. Labels and stamps have been purchased. The cost of printing is about \$400 with a 3 day turn around.

Audit – I contacted our auditor to schedule the 2018 audit. He admitted he is behind and will contact me this week to set up a time for the audit.

Strategic Plan – The final draft of the Strategic Plan has been emailed to Board Members for your approval at the June meeting.

BOT By-Laws – The Board of Trustees by-laws have been updated as approved and uploaded to the website. If anyone wants a print copy please let me know.

LMx By-Laws – The directors of Middlesex County Libraries have proposed changes to the LMx by-laws. Each Middlesex Library's Board of Trustees must vote to approve the changes. Attached is a copy of the by-laws and proposed changes.

Professional Development – I attended two classes in May: *Activate Sustainable Thinking for the Future of Libraries* and *What Makes a Proposal Great? Beyond the Basics of Grant Writing for Your Library*.

Health and Wellness Fair - The library had two tables at this new version of the Drug-Free Fair. I promoted "Exercise Your Mind – READ!" with bookmarks and make-your-own bookmarks. Jay promoted our Chess Club by inviting fair participants to play a game.

Staff meeting – A staff planning meeting was held on May 23. Programs are planned through the summer. Summer Enrichment is ready to kick-off on June 24. Displays are up to entice children to participate. Laura is visiting classes this week to promote the events.

Foundation – I prepared the 990 Tax Return for the Foundation. A copy was provided to all Foundation Directors. Frank Marlowe, Foundation President, came in and went over the documents with me prior to signing the return. Once that was complete I renewed our NJ Charities registration and filed the Annual Report required for all businesses in the state.

Heard at the Library – "You have an up-to-date collection so I don't need to buy books!"

Vacation – I will be taking vacation from July 1 – 5.

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, Facebook and Instagram account.

In May the library held “The Beatles: Beginnings” program, which was very well attended, and received stellar feedback from audience members. I have re-scheduled a follow-up program with the same presenter – on the second half of The Beatles as band -- for September 19th.

In May, the library held another meeting of the *Put On Your 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 multiple months.

On May 18 Marilynn Mullen and I attended the Health and Wellness Fair outside the Cranbury School. We both promoted our library services that encourage health and wellness. I promoted the library’s two chess clubs – the one for kids and teens, and the one for adults, respectively.

The Chess Club for Kids and Teens has continued with a strong weekly turnout; the Chess Club for Adults is in its nascent stage and I will continue to promote and encourage it.

I am continuing to write a monthly tech-related article for The Cranbury Chronicle publication. I just finished a three-part series of articles on the most important inventions of Nikola Tesla

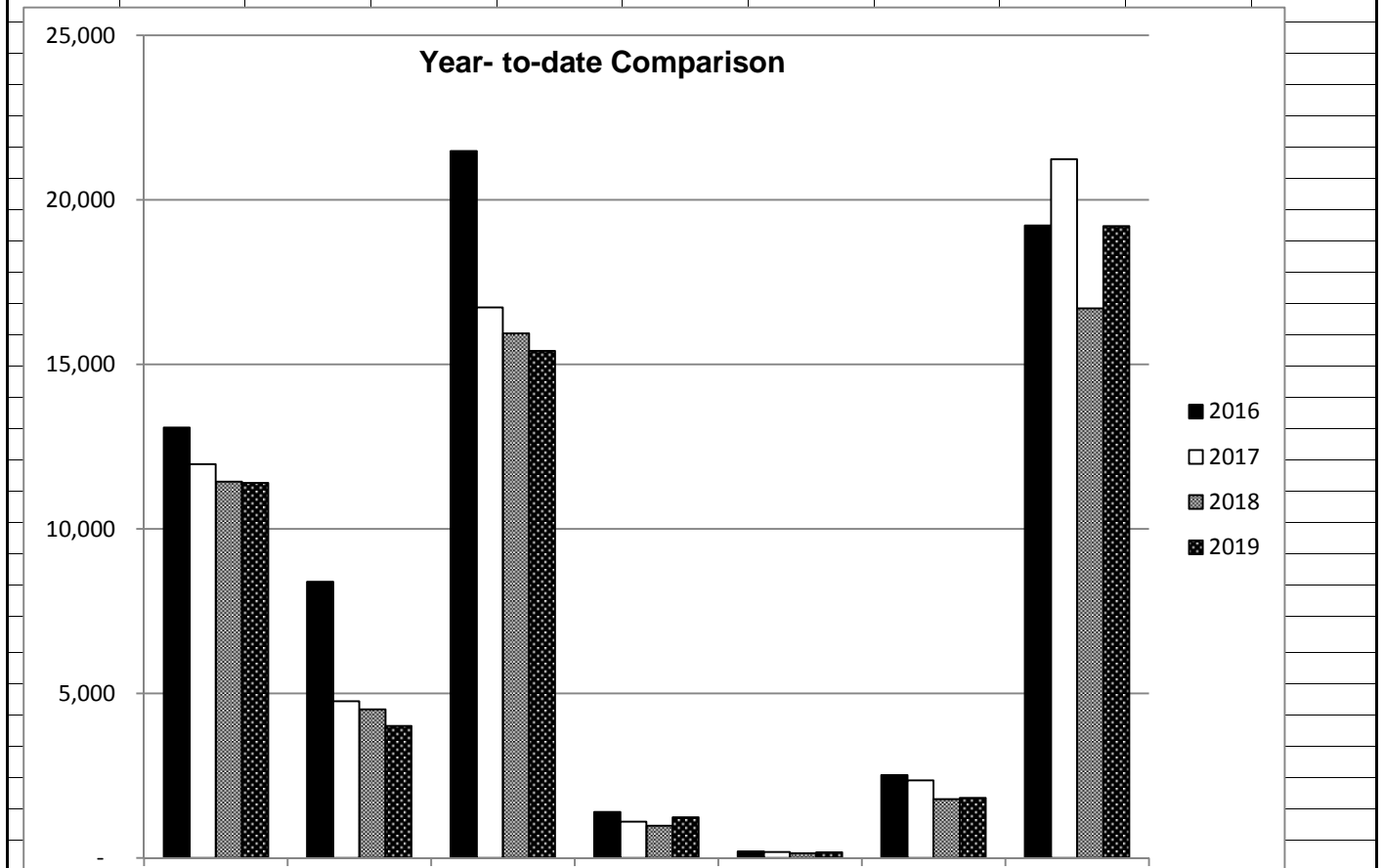
I create flyers and bookmarks for library programs on a weekly basis, and promote them online and within the library.

In June, the library is hosting an author-talk program – which I helped promote and schedule -- by a local; her book is called *The Affirming Way of Life*. This month we are also hosting a program on the importance of the application essay in college admissions; the speaker is a local whose business provides tips and strategies for this process.

The library continues to offer a monthly Tech Talk with Jay, which is a one-on-one tech help/guidance program.

	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
Feb	1,318	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	12	203	164	90	1042
May	1,200	715	2,091	27	1418	14	223	216	58	538

	Print	Non-print	Total	Research ?	Number of Events	Event Attendance	Total Visitors
2016	13,087	8,400	21,487	1,401	199	2,523	19,221
2017	11,968	4,764	16,732	1,102	182	2,364	21,240
2018	11,431	4,511	15,942	980	144	1,785	16,698
2019	11,392	4,011	15,403	1,233	167	1,825	19,198



Public Relations Committee – Wednesday, June 5, 2019, 5:00 p.m.

Michele Gittings, Evelyn Spann, Kirstie Venanzi, and Marlynn Mullen. Andre Mento was absent.

Discussed the renderings and when we would receive them. Had been held up by several details of design, communication, and holidays.

Marilynn mocked up a postcard 5X7 and this looks large enough to have a message as well as a good sized image.

Discussed the mailing list and labels to include renters (the Foundation has the most updated list including renters), and stamps which we will have on hand. Discussed wording and placement on postcard. Marilynn demonstrated the QR code which will appear on the postcard. Will arrange a meeting open to all board members to place labels, and stamps on postcards.

Discussed Instagram use and response from public.

Thought that two PR mailing a year is a good target. Renderings should be here soon. Kirstie will contact to get a date.

Additional information and updates:

* Cost would be \$392.69. tax exempt. We supply the artwork. 1200 postcards.

*Renderings are scheduled to finished and sent to us 6/12/2019

THE LIBRARIES OF MIDDLESEX INC.

2001 BYLAWS and 2019 Proposed Changes

Article I NAME

The name of this organization shall be The Libraries of Middlesex, Inc.

Article II PURPOSE

A. The purpose for which this corporation is formed shall be:

1. To act as a nonprofit consortium of libraries within Middlesex County and environs.

2. To promote cooperative library activities among its members so that a higher quality of library services for all residents within its area may be provided.

3. To seek funds from other organizations such as foundations, libraries, or governmental agencies to effectuate these purposes.

B. It is intended that this corporation shall be operated and organized as an educational, literary, and/or charitable organization within the meaning of Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue law) and in respect thereto:

C. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered to the corporation and to make payments and distributions in furtherance of the purposes set forth here;

D. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office, except as authorized under the Internal Revenue Code of 1954, as amended.

Article III MEMBERSHIP

A. Members: Any library wishing to join the Libraries of Middlesex, Inc. shall make written application to the organization; said application shall include the library's reasons for seeking membership. Applications must be approved by two thirds (2/3) of the current member libraries

B. Membership Fee: Each library shall pay an annual membership fee. The membership fee for the ensuing years shall be determined at the general membership meeting when officers are elected.

C. Member Delegate: The governing body of each library shall be responsible for appointing one of its members or the library director as its delegate.

D. Voting

1. A library must have its paid annual membership fee to be eligible to vote.
2. Each library shall be entitled to one vote in the transaction of business.
3. A library may exercise its vote virtually or by written proxy.
4. Action shall be based upon a majority vote of eligible members present at any meeting, except as otherwise specified in these bylaws.

Article IV OFFICERS

The officers of the organization shall include the President, Vice President, Secretary, and Treasurer. Each officer shall be elected for a term of two years. Their term of office shall begin at the close of the general membership meeting and continue until their successors are elected. Officers of the organization may be members of either a library governing body or library staff.

Article V MEETINGS

1. Meetings shall be held annually or more often as determined by the membership. Special meetings may be called by the President.
2. General membership meetings shall be held at least every two years or more often as determined by the membership. Special meetings may be called by the President.

3. Seven member libraries must be represented at any meeting to constitute a quorum.

Article VI EXECUTIVE COMMITTEE

The Executive Committee shall:

1. Consist of the four elected officers and the Chair of the Directors Committee.

2. Meet and conduct business of the organization as required between general membership meetings.

3. Appoint officers in an acting capacity when vacancies occur.

4. Appoint new committees as needed.

Article VII COMMITTEES

The standing committees of the organization shall include but not be limited to:

A. Nominating Committee

1. Three members appointed biannually by the Executive Committee. (two governing body delegates and one library director).

2. Recruits and proposes a slate of officers which shall be presented to the general membership and voted upon at the Annual Meeting.

3. Recruits and proposes a slate of officers which will be presented to the general membership and voted upon at the general membership meeting.

B. Directors Committee

1. The Directors Committee consists of the directors or their representatives of each library. They meet approximately every six weeks to discuss issues pertaining to the membership.

2. The Directors shall have the authority to approve the annual budget.

Article VIII PARLIAMENTARY AUTHORITY

The parliamentary authority of this organization shall be *Robert's Rules of Order, Newly Revised*.

Article IX AMENDING THE BYLAWS

Amendments must be approved by a two thirds (2/3) vote including members present and proxy votes received.

Article X DISTRIBUTION OF ASSETS ON DISSOLUTION

In the event of dissolution or other termination of the corporation no part of the property of the corporation or any proceeds shall be distributed to or inure to the benefit of any members trustees, or officers of the corporation. All such property and proceeds, subject to the discharge of valid obligations of the corporation shall be distributed to any such organization as the officers may direct, provided, however, that any such transferee organization, at the time of distribution, shall qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue law).

Article XI ADDITIONAL POWERS/REAL PROPERTY

Without limitation of any powers previously set forth herein, the corporation shall specifically have the power to purchase, sell, mortgage, lease or otherwise acquire or dispose of or encumber real property, at such terms and conditions as the officers shall deem best. The procedure to effect any such transaction affecting real property shall be as provided by the general law of the State of New Jersey, the New Jersey Nonprofit Corporation Act and the Bylaws of the corporation.