

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

**June 14, 2018 – 7:30 p.m.
Gambino Room, Cranbury Public Library
Meeting called to order at 7:36 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 – EXCUSED
Evelyn Spann, Chief School Administrator's Representative – EXCUSED
Robin Black – PRESENT
Ira Negin – EXCUSED
Lorraine Sedor – PRESENT
Nancy Whitcraft – PRESENT
Michele Gittings, 1st Alternate, Recording Secretary – PRESENT
Theresa Vaccaro, 2nd Alternate – PRESENT

Also present:

Gerard Stankiewicz, CPA, RMA, Auditor – arrived at 7:44pm, left at 8:05pm

3. APPROVAL OF MINUTES:

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

May Meeting Minutes:

Proposed correction: David noted that the May minutes should state that the bills were reviewed for the month of April, not May.

Motion to accept the May meeting minutes as amended: David 2nd: Robin

Abstain: Theresa, Lorraine All remaining present in favor. APPROVED

4. TREASURER'S REPORT

A. Recommended action on Bills List for month ending 05/31/2018

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

Motion to accept the Bills List as presented: David 2nd: Nancy All in favor. APPROVED

B. Report – Budget and Operating Status as of 05/31/2018

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 \$14,755. Once the

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

5. AUDITOR'S REPORT: Gerard Stankiewicz

- A. Audit distributed and attached
- B. Gerry summarized the auditing process and the findings of the audit. He added that the financial statements present fairly, in all material respects, the financial position of the Cranbury Public Library as of December 31, 2017 in conformity with accounting principles generally accepted in the United States. He had no recommendations.
- C. Dave noted that on page 7 the report should read that the total liabilities decreased due to a decrease (instead of an increase) in accounts payable. Gerry agreed to make the change.
- D. Michele noted that on page 9 it states that alternates serve for 2-year terms, but the Cranbury Public Library has alternates for 1-year terms. Gerry will check with Marilyn to see which is correct.
- E. Lorraine noted the liability coverage for the treasurer as stated on page 31 and asked about liability coverage for board members. Kirstie stated that the board members are covered under the township insurance for public officers.
- F. A motion was made by Dave, seconded by Andre and passed unanimously to accept the Audit Report as presented.
- G. Dave initiated, and the board concurred, an appreciation to Gerry for his thorough audit.

6. DIRECTOR'S REPORT: Kirstie Venanzi (on behalf of Marilyn Mullen)

- A. Report attached
- B. Kirstie restated the timeline for the application process for the construction bond referendum and updated the board on actions of the township team (including Dan Mulligan and Jay Taylor) towards achieving this goal.
- C. In regards to finding a replacement for Joanne Dera, the technology specialist, suggestions were made to look at Drexel and Rutgers and other leads.
- D. Dave referred to the Director's Report where Marilyn described action she had taken to realize higher interest rates on library reserve funds and the Foundation account. Marilyn's report stated that the rate offered by the State Cash Management Fund for the library account is .45% higher than the rate offered by the 1st Constitution Bank in Cranbury, but she opted to keep the funds in the local bank since they offered a rate of 1.3% (guaranteed for one year) for both the Library and Foundation accounts which is higher than these accounts previously received. Moreover, 1st Constitution has supported the Library in other ways including contributions to the fund drive for a new library. Dave stated that Marilyn had consulted with him about this matter, but he felt full disclosure to the Board was important. Discussion followed and the consensus of the Board members was that the action taken in this regard was appropriate.
- E. Robin talked about the After School Reading Club which recently ended for the year, summarizing experiences with the students reading El Deafo and other books. She will run the program again next year.

7. YOUTH SERVICES LIBRARIAN'S REPORT: Marilyn Mullen

- A. Report attached.

8. SYSTEM'S ADMINISTRATOR'S REPORT: Marilyn Mullen

- A. Report attached.

9. PRESIDENT'S REPORT: Kirstie Venanzi

- A. Review "Annual Calendar of Events" June, July
 - i. Kirstie will ask Marilyn to submit progress against library goals.
 - ii. The strategic plan needs to be focused on.
 - iii. Michele is to submit a quarterly attendance report to the township clerk by the end of June.
 - iv. The library was in the Cranbury Memorial Day parade. Nancy and Marilyn decorated the truck and Bill Kanawyer and Marilyn Mullen were in the parade. Kirstie thanked all involved in helping the library have a float in the parade.

10. REPRESENTATIVES' REPORTS:

- A. Mayor's Report: Dan Mulligan – Absent
 - i. No report
- B. Chief School Administrator's Representative: Michele Gittings (on behalf of Evelyn Spann)
 - i. The send-receive relationship between the Princeton and Cranbury School Districts was renewed for another ten years, to expire in June 2030. Michele read from an article summarizing the decision.
 - ii. The referendum is the next item to work out.
- C. Cranbury Public Library Foundation: Marilyn Mullen – Update
 - i. No report

11. TRUSTEE COMMITTEE REPORTS:

- A. Personnel: Chair – Lorraine Sedor, Kirstie Venanzi, Theresa Vaccaro
 - i. The committee will review the annual evaluation of the director. Lorraine has a sample evaluation to share.
- B. Finance: Chair – Dave Fletcher, Andre Mento, Ira Negin
 - i. As stated earlier
- C. Policy and Planning: Chair – Ira Negin, Kirstie Venanzi, Michele Gittings, Theresa Vaccaro
 - i. The committee needs to work on the strategic plan.
- D. Nomination and Elections: Chair – Andre Mento
 - i. There is a new applicant for an alternate, Michael Luvalgo. Kirstie will look into whether another alternate can be added.
- E. Special – Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Michele Gittings
 - i. They will meet to review the decisions of the board and make directions to the architect.
 - ii. The board discussed the process of making decisions on paint colors for the new library.

- iii. Michele gave further explanation for looking into whether the asphalt shingles were specified as 3 tab or architectural.
 - iv. Kirstie reviewed questions/concerns that the board had on electric car chargers. Theresa shared knowledge on electric car chargers. Some topics shared included types of chargers, associated costs and revenue, and the views of the NJ legislature. She will be attending another workshop on electric cars.
- F. Special – Public Relations Committee: Chair - , Lorraine Sedor, Nancy Whitcraft, Robin Black
- i. No report

12. OLD BUSINESS

- A. The board extended a discussion from last month's meeting on raising people's excitement about the library. Through brainstorming, some of the ideas that were discussed were advertising things to do in the new library, current programs in the library, putting a sign on the new property, finding out the address of the new library, having a contest, an activity with the art teacher and children, a new logo, and a mascot.

13. NEW BUSINESS

- A. See review of Auditor's report by Gerard Stankiewicz, CPA, RMA, stated earlier.

14. CORRESPONDENCE

- A. None

15. OPEN DISCUSSION PERIOD

- A. Michele opened and a discussion ensued on only using the most current image of the new library in all instances to provide the most accurate depiction to the public and to donors about the new library. The board agreed by consensus to not use the old image and to use only the most current image with wording to show the date of the image or that minor changes may have been made.

16. ADJOURNMENT

- A. A motion was made to adjourn: Robin 2nd: Andre All in favor. APPROVED
Meeting was adjourned at 9:05pm.

Respectfully submitted,

Michele Gittings
Recording Secretary