

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

**REGULAR MEETING MINUTES**

June 8, 2017 – 7:30p.m.

Tom Gambino Room, Cranbury Public Library

**1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:32 p.m.**

Pursuant to Section 5 of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Library Director as follows: December 5, 2016, a notice for this meeting was sent to the Cranbury Press, Home News Tribune, and Township Clerk and posted in the Public Library.

**2. INTRODUCTION OF BOARD OF TRUSTEES**

Kirstie Venanzi, President

Andre Mento, Vice-President-late (7:40)

David Fletcher, Secretary/Treasurer

Laurel Quinn, Chief School Administrator's Representative - excused

Dan Mulligan, Mayor's Representative from the Township Committee

Lorraine Sedor, Trustee - excused

Ira Negin, Trustee

Robin Black, Trustee - excused

Nancy Whitcraft, Trustee - excused

Michele Gittings, 1<sup>st</sup>Alternate Trustee

***Also Present:***

Marilynn Mullen, Director

Wendy Borg, Recording Secretary

Gerry Stankiewicz, Auditor

Michael Ferrante, Cranbury Public Library Foundation

**3. APPROVAL OF MINUTES**

May 11, 2017 Regular Meeting

Tabled for lack of quorum to approve.

**4. TREASURER'S REPORT: Dave Fletcher**

A. Auditor's Report – The unmodified opinion is that the 2016 records presented by management are presented fairly and properly, and are all in order. The Board was pleased with the report and the work completed by Mr. Stankiewicz. David commended Mr. Stankiewicz for his work and also Mrs. Mullen for her record keeping and assistance to the auditor.

Auditor's 2016 Report vote to accept

1<sup>st</sup>: David

2<sup>nd</sup>: Ira

All were in favor.

Accepted

B. Recommended action on Bills Lists for May 31, 2017

Motion: David

2<sup>nd</sup>: Ira

All were in favor.

Approved.

C. Report – Budget and operating status as of May 31, 2017

1. Balance sheet continues to be very strong.

2. Every expense item is under budget and well controlled.

3. Dave pointed out the Township appropriation quarterly payments come in after the quarter is over necessitating the library to float the operating costs from saved funds. He asked if the township would consider paying the appropriation at the beginning of the quarter. Dan said he would follow-up.

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

Notes included in folder.

- A. Per attached report.
- B. Positioning of Libraries = Education - use new terminology to focus on educational aspect of library service
- C. Roll out plan for Out to Bid is ready – press releases
- D. First 100 days. - new logo being considered
- E. Tax Assessor assigned the new library address- 30 Park Place West
- F. Build a Better World Summer Enrichment program
- G. Memorial Day Parade – new little library obtained by Kirstie
- H. Donna Bauman's will bequeathed \$5000 for construction fund
- I. Wendy Borg, Recording Secretary, resigned to take a full-time position
- J. New Program – Leigh Patterson on Beyond Standing Rock

6. **YOUTH SERVICES LIBRARIAN'S REPORT: Marilynn Mullen**

Notes included in folder.

- A. Per attached report.
- B. Sushi program success!
- C. Upcoming June programs - Bald Eagles program – Bob Kane; Truck-A-Thon, Beyond Standing Rock; visit from Wildlife Center; Tiny Desserts with Pam Parseghian
- D. Elms program; CPNS and Cranbuddies

7. **SYSTEMS ADMINISTRATOR'S REPORT: Marilynn Mullen**

Notes included in folder.

- A. Per attached report.
- B. Spark Club, Class on Cloud
- C. Working on technology plan for new library
- D. Upcoming programs – Upcycling and Google Apps

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

Review "Annual Calendar of Events" – June, July  
Progress against Library Goals; 2<sup>nd</sup> Quarter Attendance due

9. **REPRESENTATIVES' REPORTS**

**A. Mayor's Representative: Dan Mulligan**

- 1. Review process with Township Engineer underway for new construction cost savings and smooth procedures; parking lot money allocated
- 2. Town roadwork total estimate is \$19 million; striping machine purchased by township; road repairs are ad hoc now; grants will be tapped for work
- 3. \$9 million earmarked this year for affordable housing

**B. Chief School Administrator Representative: Laurel Quinn**

ProTech hired for tech support.

**C. Cranbury Public Library Foundation: Michael Ferrante**

1. Last 6.5 % of goal to be raised (\$177,00); brick program – two sizes; 65 sold so far. Outside patio space will contain bricks. Goal for program is for everyone to feel included. Brick committee will be formed to design space.
2. Funds raised - March - \$35,000; April - \$9,000; May - \$7,000.
3. Ready to go with big out-to-bid push.
4. Foundation talking about their future role and ideas for outdoor space, indoor space, contents and programming.

**10. TRUSTEE COMMITTEE REPORTS**

**A. Personnel Committee:** Lorraine and Kirstie

No report.

**B. Finance Committee:** David, Andre, Ira

No report.

**Policy and Planning Committee:** Ira, Kirstie, Michele

Strategic plan revisions continue. Board chose what attachments to include in plan.

**D. Nomination and Election Committee:** Andre, Nancy, Robin

One alternate position open

**E.Special – Facilities Development Committee/Task Force:** Kirstie,

Andre, David, Michele

No report.

**F.Special – Public Relations Committee:** Lorraine, Nancy, Robin, Michele

Will look into a motto.

**11. OLD BUSINESS**

None

**12. NEW BUSINESS**

A. Strategic plan revisions

B. Bid process for new library – need memo with approval; 30 days after, bids are opened in public.

**13. CORRESPONDENCE**

Letter from lawyer on will donation.

**14. OPEN DISCUSSION PERIOD**

Secretarial position - discussion on new hire procedure

**15. CLOSED SESSION - None**

**16. ADJOURNMENT AT 8:51 p.m.**

Motion: Dave            2<sup>nd</sup>: Ira

All were in favor.      Approved.

All reports and correspondence referred to in these minutes are attached to the original minutes filed in the office of the Executive Director.

Respectfully submitted,

*Wendy W. Borg*