

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

**REGULAR MEETING MINUTES**

June 9, 2016 – 7:30pm

Tom Gambino Room, Cranbury Public Library

**1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:34 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 1, 2015, 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  
David Fletcher, Secretary/Treasurer  
Richard Burke, Trustee  
Laurel Quinn, Chief School Administrator's Representative  
Dave Cook, Mayor's Representative from the Township Committee - absent  
Lorraine Sedor, Trustee  
Ira Negin, Trustee  
Robin Black, Trustee  
Nancy Whitcraft, Alternate Trustee  
**Also Present:**  
Marilynn Mullen, Director  
Wendy Borg, Recording Secretary

**3. APPROVAL OF MINUTES**

May 12, 2016                      Regular Meeting  
Motion: David F.                2<sup>nd</sup>: Andre  
All were in favor.               Amended and Approved.

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

A. Recommended action on Bills Lists for May 31, 2016  
Motion: Lorraine                2<sup>nd</sup>: Ira  
All were in favor.               Approved.

B. Budget and Operating Status as of May 31, 2016  
Balance sheet remains strong because of healthy reserve.

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

Notes included in folder.

- A. The program Designs for a 21<sup>st</sup> century library was successful.
- B. *Called to Duty*, an amateur film of the Civil War training camps of NJ was presented. Audrey Smith donated five copies of the DVD to the library. One is kept; four are for sale with proceeds to Foundation.
- C. Library Link NJ meeting – Promote the “why” of the library, create fans, position library to be indispensable.
- D. Meeting with Dr. Genco – Discussed substitute teachers should not check out materials to guard from errors and privacy issues. Also discussed finding missing materials in the school. Suggestion for library to do an inventory, which may necessitate closing for a day.
- E. Bookdrop will now remain open at all times in response to a request from a resident.
- F. Playaway orders increasing; CD book collection decreasing.
- G. Foundation spring mailing to every resident in Cranbury. Ten donations received in response so far.
- H. Collection of 64 boxes of used books on cleanup weekend. Books were shipped to Better World Books for resale and donation.

- I. Staff planning meeting – Programs finalized through July and brainstorming ideas for September, including Cranbury Day.

**6. YOUTH AND OUTREACH SERVICES REPORT: Marilyn Mullen**

Notes included in folder.

- A. Estimation Stations fared well with almost 70 kids.
- B. Details for summer reading wrapping up – program will stress library visits as opposed to minutes or pages read.
- C. “Cooking the Farmer’s Market” event with live cooking demos on July 27.
- D. Color Me Calm program had attendees and will continue.
- E. Grand Pals ended. Thank You Tea on June 13.
- F. Upcoming – Social Media Academy
- G. YA will be organized by genre instead of author.

**7. SYSTEMS ADMINISTRATOR’S REPORT: Marilyn Mullen**

Notes included in folder.

- A. Ozobot robots for coding.
- B. Jeopardy at Elms successful.
- C. Cranbury Gamers League will continue to run through the summer on Friday afternoons.
- D. Upcoming programs – social media academy, Exercise Your Mind Mondays
- E. Article for Cranbury Chronicle – Apps – Summertime! – popular apps for summer

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

- A. Review “Annual Calendar of Events” – June, July  
Progress to goals reviewed; Auditor will file report; Secretary to submit quarterly attendance record.
- B. Kirstie passed out a copy of the resolution; attached is a list of the funds the township agreed to pay for

**9. REPRESENTATIVES’ REPORTS**

**A. Mayor’s Representative: David Cook**

No report.

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

1. School wrapping up; some movement of teachers for next year.
2. Discussion on Princeton High School – principal on leave; continuing to send students there; school population declining somewhat

**C. Foundation: Kirstie**

See notes in Director’s report.

1. Foundation will contact every resident in town by phone if they have not been contacted yet.

**10. TRUSTEE COMMITTEE REPORTS**

**A. Personnel Committee:** Lorraine, Kirstie, Andre

No report.

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

No report.

**C. Policy and Planning Committee:** Ira and Kirstie

No report.

**D. Nomination and Election Committee:** Andre and Richard

No report.

**E. Special - Facilities Development Committee/Task Force:** Kirstie, Andre, David

Planning for going on to bid soon.

**F. Special - Public Relations Committee:** Andre, Richard, Lorraine

No report.

**11. OLD BUSINESS - None**

**12. NEW BUSINESS**

Proposal to close at 6:00 p.m. on July 5 for fireworks. Board agreed.

**13. CORRESPONDENCE - None**

14. **OPEN DISCUSSION PERIOD**

A. Parade went well. Nancy decorated the library bookworm as Harry Potter. Discussion on soliciting money at different events and being more aggressive in fundraising. Noted that Memorial Day would not be a day to ask for money.

B. MURAL Reciprocal Borrowing Agreement – enables the sharing of materials by public libraries in Middlesex and Union counties; encourages libraries to provide reciprocal access to all library materials.

Motion for approval: Ira                      2<sup>nd</sup>: Andre

All were in favor.                              Approved.

C. David F. suggests the Foundation pursues the offer of bringing a draft of a letter to the Committee. He offered to work on it with Frank Marlowe and Mike Ferrante. Kirstie will communicate with Foundation. Next step for the letter will need to be discussed.

15. **ADJOURNMENT AT 8:35 p.m.**

Motion: Andre                      2<sup>nd</sup>: David F.

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*