

BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY

REGULAR MEETING MINUTES

July 12, 2018 – 7:30 p.m.

Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:35 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 4, 2017, 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 – present

Andre Mento Vice-President –present

David Fletcher, Treasurer - excused

Evelyn Spann, Chief School Administrator’s Representative - present

Dan Mulligan, Mayor’s Representative from the Township Committee -excused

Lorraine Sedor, Trustee - present

Ira Negin, Trustee - present

Robin Black, Trustee - excused

Nancy Whitcraft, Trustee - excused

Michele Gittings, Recording Secretary - late (7:50 pm)

Theresa Vaccaro

Also present: Marilynn Mullen, Director

3. APPROVAL OF MINUTES

Review and action on the minutes of the June, 2018 meeting - approved as corrected (D. Fletcher corrections attached) 1st: A Mento; 2nd: L. Sedor; 2 abstentions

4. TREASURER’S REPORT: Marilynn Mullen reporting for D. Fletcher

A. Recommended action on bills Lists for month ending June 30, 2018 - accepted. 1st: I. Negin; 2nd: T. Vaccaro

B. Brief discussion of interest-bearing accounts. Township released library funds, therefore report shows positive balance

5. DIRECTOR’S Report Marilynn Mullen Reports attached.

A. Construction Bond Act - Libraries are requested to send a letter of intent to apply for funds. Kirstie noted there are 3 grant types and it is not certain how funds will be allocated for each (constructions, renovation, ADA compliance). Brief discussion as to how many libraries might apply - unknown.

B. Marilynn reviewed a new “Conversation Cafe” and discussed June 21 staff meeting.

C. Library will be closed 8/9 - 11 for school maintenance. Board meeting to be held in the Gourgaud Gallery in Town Hall.

D. BethAnne Kafasis’s Member Services report was reviewed.

6. COMMUNITY EDUCATION SPECIALIST’S REPORT: Marilynn Mullen reporting

- A. Minor changes made to summer reading club to make it more parent friendly. "Tons of books still going out."
  - B. Recommended reading lists for grades 5-8 have been updated by school staff; new titles are being purchased. Positive response from parents.
  - C. Summer programs for adults are on-going.
  
- 7. PRESIDENT'S REPORT - Kirstie Venanzi
  - A. Audit has been filed. All other tasks are up to date.
  - B. Michele Gittings asked for clarification of alternate trustee terms. Kirstie to review history and report back.
  
- 8. REPRESENTATIVES' REPORTS
  - A. Mayor's Representative: Dan Mulligan - Absent; No report sent
  
  - B. Chief School Administrator Representative: Evelyn Spann
    - 1. School has added a 2nd curriculum supervisor
    - 2. K-5 science curriculum will incorporate problem-based (i.e., math-based) learning
    - 3. Tennis courts are being rebuilt with a training wall and new fencing and expected to take 60 days. The bid came in lower than expected.
    - 4. Evelyn mentioned enrollment has been dropping.
  - C. Cranbury Public Library Foundation: See Director's report
  
- 9. TRUSTEE COMMITTEE REPORTS
  - A. Personnel Committee: Chair - Lorraine Sedor  
Personnel appraisal forms need updating. Lorraine requested any examples sent to her for distribution to the committee.
  - B. Finance Committee: Chair - David Fletcher - No report
  - C. Policy and Planning Committee: Chair - Ira Negin - See New Business
  - D. Nomination and Election Committee: Chair - Andre Mento - No report.
  - E. Special – Facilities Development Committee/Task Force: Chair-Kirstie
    - 1. A small (15 sq ft) sign will be erected on new site. Suggested that the sign not include a picture of the new facility. Dan Mulligan (Twp. Comm.) and Jeff Graydon working on this project.
    - 2. Paint colors to be selected closer to/during construction phase.
    - 3. Mark Berkowsky to review question of shingles raised by M. Gittings at a previous meeting.
    - 4. Transom windows - inclusion of 2.5 ft tall transoms would require a redesign. Kirstie will get clarification from architect on design, inclusion of 6 inch tall transoms as shown in drawing used in December 2017 newsletter, and definition of a transom.
    - 5. Theresa Vaccaro reported Volkswagen has settlement money allotted to electric vehicle charging stations and will explore. She suggested the station be pre-wired during the construction phase to minimize disruption to the parking lot later. Theresa reported that Dan Mulligan and Matthew Scott (Twp. Comm.) are exploring adding a station to township property. Theresa to follow up.
    - 6. Public Relations - Lorraine Sedor - No report.
  
- 10. OLD BUSINESS - none

11. NEW BUSINESS -
  - A. Library Bond Construction Act - See Director's Report
  - B. Change of location for August meeting - See Director's Report
  - C. Signage at new library site - See Facilities Report
  - D. Strategic Plan Work Session
    1. A strategic plan is to be included as part of the documentation for the bond act application. Plan is attached. A brainstorming session was held to discuss how the library interacts with the community. Send additional thoughts to Marilyn.
  - E. Tom Weidner (Parks & Rec) contacted Kirstie to open a discussion on cooperative efforts. A subcommittee of the Library Board will be formed and plans are to meet in September.
13. CORRESPONDENCE - None
14. OPEN DISCUSSION PERIOD
  - A. The board briefly discussed future High School hours, schedule changes and new community service requirements.
15. ADJOURNMENT AT 8:47 PM  
Motion by Theresa Vaccaro; Second by I. Negin

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,

Lorraine Sedor