

**Cranbury Public Library Board of Trustees**  
**Meeting Minutes**  
**August 8, 2019 - 7:30 p.m.**  
**Gambino Room, Cranbury Public Library**

7:05 p.m. – Discussed two training lessons sponsored by The New Jersey State Library in partnership with the New Jersey Library Trustee Association and the Trustee Academy -  
1-What It Means to Be a Trustee                      2-Board Ethics

**1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT**

The meeting was called to order at 7:33.

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. OATH OF OFFICE:**

A. Newly appointed trustees, David Carroll and Fred Dennehy were administered the oath by Kirstie Venanzi.

**3. INTRODUCTION OF BOARD OF TRUSTEES**

Kirstie S. Venanzi, President – present	Michele Gittings - resigned
Andre Mento, Vice-President – present	Ira Negin – present
Dave Fletcher, Treasurer and Secretary - absent	David Carroll – present
Dan Mulligan, Township Committee – present	Fred Dennehy – present
Evelyn Spann, Chief School Administrator’s Representative – present	

Also to be present:

Marilynn Mullen, Director – present  
Patty Thomsson – prospective Board Member

**4. CONSENT AGENDA:**

A. Action on the minutes of the July meeting

Motion to approve: Kirstie                      Second: Evelynn                      Approved

Abstained: Ira, Dan, Andre due to absences; David and Fred – not appointed at that time.

B. Action on Bills List for month ending 7/31/2019

Question on Maser check: Payment for filing the revision of the site permit from the Freehold Conservation District.

Question on Staples bill to Account 603 Computer Printing: Account 603 is for supplies (paper and toner) for library printers.

Motion on bills: Kirstie                      Second: Ira                      Approved

**5. TREASURER’S REPORT:**

A. Report - Budget and Operating Status as of 7/31/2019

Strong balance sheet. Capital expenses have been paid from checking account as there is enough money there.

Salary and wages are under budget because we budgeted for another person that wasn’t hired until this summer.

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

Kirstie learned on July 31 that Michele Gittings had resigned from the library board. Jay Taylor has said he will appoint Patty Thomsson to fill the empty spot at the next township meeting.

**7. DIRECTOR’S REPORT: Marilynn Mullen - attached**

Marilynn has gone over the NJ Bond Fund regulations and submitted two questions to the state librarian. She will submit another question in regards to already spent project costs counting as matching funds. Even if those are not counted we have \$2.3 million in cash which is enough. Kirstie shared the cost and funds projection work sheet. Evelyn asked to see this report monthly. Marilynn stated the report is seldom updated as the costs stay the same.

David asked who is writing the application. The library board will do the application with assistance from the township and other professionals.

New Board of Trustees list is included in packet (with Patty's information as well).

Marilynn would like to meet with school technologist about VIOP phone service.

Evelyn asked about the large number of school books missing. Marilynn has given lists to Kelly Fusco, school librarian.

**8. TECHNOLOGY SPECIALIST REPORT: Marilynn Mullen - attached**

**9. REPRESENTATIVES' REPORTS:**

A. Mayor's report: Dan Mulligan - Update

Denise, Dan and Jay met with Kirstie and Marilynn to go over regulations. We are working together to have the best application we can. A second meeting is scheduled for August 26.

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

Met with library representatives to discussed security protocol and the room switch. Door project is underway. Dave Gallagher is doing a great job. Princeton Regional School District has been ranked number 1 in the state.

C. Cranbury Public Library Foundation - none

**10. TRUSTEE COMMITTEE REPORTS**

A. Personnel: Chair-Kirstie Venanzi, Fred Dennehy

Board will meet in closed session.

B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin, David Carroll - none

C. Policy and Planning: Chair- Ira Negin, Kirstie Venanzi - See new business

D. Nomination and Elections: Chair- Andre Mento, Dave Fletcher, Dan Mulligan

E. Special - Facilities Development/Task Force: Chair - Kirstie Venanzi, Andre Mento, David Fletcher, Fred Dennehy - See new business.

F. Special - Public Relations Committee: Chair -Andre Mento, Evelyn Spann, David Carroll - none

**11. OLD BUSINESS**

**12. NEW BUSINESS**

A. New Jersey Library Construction Bond Act - the draft regulations

- Mark Berkowsky, Fred Dennehy, Andre Mento, Marilynn Mullen and Kirstie Venanzi met in the new Gambino Room. We discussed the draft regulations including the "Funding priorities", budget, and cash flow projection. Marilynn prepared notes (attached) addressing the grant priorities and how our new building will address these priorities.
- We discussed the Resiliency priority. Public libraries serve as resiliency centers for communities: civic gathering, disseminating information, cooling, heating, and recharging devices. The Township Committee's library subcommittee (Mayor Taylor and Dan Mulligan) say that the library should have a gas generator. Our current drawings include being generator "ready". The additional cost would be approx. \$106,000.00.
- We meet NJ public library standards - another criteria.
- Evelyn asked the committee to change the wording in regards to school safety.
- Marilynn will look at the Strategic Plan to make sure all points are covered there.
- Marilynn will look at how the new meeting room compares in size to the current room.

- Regulations ask for project to “aspire” to meet state of the art energy and health standards. We are verifying this with the architect. The project does not need to be LEED certified.
- This grant is not a “reimbursable” grant like the CHA monies. This is an installment grant: 25% upon approval, 50% when project is 50% done, 20% when project is substantially complete, 5% when we have temp certificate of occupancy. Mark worked up a cash flow. Kirstie will share this document with Denise.
- Board will review Marilynn’s notes. Comments are welcomed.

B. Cranbury Day, September 7

Sign-up sheet went around for Board volunteers. Lawn games will be held on the site of the new library. We will have a table with information on the new library and donation box.

C. Elimination of overdue fees for children

Our budget doesn’t depend on this funding. Marilynn believes this is a good idea which can be applied either to children’s print items or all print items. The Board decided to go ahead with eliminating fines. The Policy and Planning Committee will review and write the new policy for a Board vote at the next meeting.

D. Gambino Room

Marilynn mentioned that the rear of the library still needs to be cleared. She would also like clarification of what device is in the upper south east corner – camera or motion detector. She would like to know what will happen with the phone that is in the new Gambino room.

**13. CORRESPONDENCE** - Trustee training is on the same day as Cranbury Day

**14. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT**

On August 18, 2019 Beth Anne Kafasis will have been working at the library for 25 years. Staff will celebrate in the library. Board will get a card. Marilynn will email Mayor Taylor about a resolution from the township acknowledging her service.

Bridget Mulligan spoke to the Board about an experience at the library. She tried to check out a book and was told she had fines on her card. It made her feel ashamed and discouraged her from using the library. Marilynn thanked her for speaking out. She pointed out that this is exactly why the Board is addressing removing fines. Others responded similarly.

Dan Mulligan pointed out there may be a personnel issue here as well in the tone and manner of the library employee.

**15. CLOSED SESSION:** Personnel discussion began at 8:52 p.m.

**16. ADJOURNMENT - 9:25 p.m.**