

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

**August 11, 2016 - 7:30 p.m.
Gambino Room, Cranbury Public Library**

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 Public Library as follows: Dec. 2, 2015 notice for this meeting was sent to the Cranbury Press, Home News Tribune, Township Clerk and posted in the Public Library.

2. INTRODUCTION OF BOARD OF TRUSTEES –

Kirstie S. Venanzi
Andre Mento, Vice-President
Dave Fletcher, Treasurer and Secretary
Laurel Quinn, Chief School Administrator's Representative
Dave Cook, Township Committee
Robin Black
Richard Burke
Lorraine Sedor
Ira Negin
Nancy Whitcraft

Also to be present:

Marilynn Mullen, Director
Wendy Borg, Recording Secretary (excused)
Gerard Stankiewicz, Auditor

4. APPROVAL OF MINUTES:

A. Review and action on the minutes of the June meeting – moved: Andre Mento. Seconded: Robin Black. All in favor

5. TREASURER'S REPORT: David Fletcher

A. Recommended action on Bills List for month ending 6/30/16, 7/31/2016. Dave Fletcher reviewed the bills, and recommended approval.

Moved to approve: Robin Black. Seconded: Laurel Quinn. All in favor

B. Report - Budget and Operating Status as of 7/31/16

David Fletcher commented that the balance sheet remains strong and everything is in order.

6. DIRECTOR'S REPORT: Marilynn Mullen

Highlighted two problems in July: AC was not consistent and had to be restarted many times. The internet crashed repeatedly. The staff and public were impacted. Staff was not able to do work including inventory and cataloging. Public could not access the internet in the library.

Report attached.

7. YOUTH SERVICES LIBRARIAN'S REPORT: Marilynn Mullen

Per attached.

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

Per attached.

9. PRESIDENT'S REPORT:

A. Review "Annual Calendar of Events" August, September

High Point Development approached some members of the Township Committee to see if the library would be interested in renting a 14000 square foot building from them. Apparently, what they had earmarked space for a drug store and the current market will not be conducive for another one in our area at this time. The Facility Committee will meet with the representatives of High Point to see if there is any merit to this idea. Concerns are many, including the cost of rent, length of the lease and how to approach our donors. In the end the consensus of the board is that it is our responsibility to hear them out to see if this is a viable option.

10. REPRESENTATIVES' REPORTS:

A. Mayor's report: Dave Cook – Update

Some township highlights: Dunkin Doughnuts application has been approved. Quick Check is looking at Dey and South River Road location. The old Aetna building will be torn down and a warehouse built.

Affordable housing is moving forward with the construction of Applewood.

B. Chief School Administrator's Representative: Laurel Quinn - Update

The school board held their retreat in July where they worked on goals and objectives. Nice Bice is leaving Cranbury School to work in a larger school district closer to his home.

C. Cranbury Public Library Foundation: -Update

11. TRUSTEE COMMITTEE REPORTS:

A. Personnel: Chair–Lorraine Sedor, Kirstie Venanzi

No report.

B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin

No further report than the audit.

C. Policy and Planning: Chair– Ira Negin, Kirstie Venanzi

Marilynn and Ira presented the new Notary service policy which is now more in line with other libraries and this will avoid abuse by non-residents looking for a free service.

D. Nomination and Elections: Chair– Andre Mento, Richard Burke

No report.

E. Special - Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher

No report.

F. Special – Public Relations Committee: Chair –Richard Burke, Lorraine Sedor, Nancy Whitcraft, Robin Black

Will look to promote upcoming programs.

12. OLD BUSINESS

13. NEW BUSINESS

A. Audit review

Gerard Stankiewicz presented the audit and says that we have a clean opinion. He complimented Marilyn her good work. Thanks also go to David Fletcher for being the Treasurer. Gerry mentioned new regulations in regards to pension disclosures. He said that we were also in good shape re. being accrued for both sick and retirement pay. He explained the page in the report call “legacy costs” as an early warning of what the library can expect to pay down the road. Gerry spoke about things to keep in mind: don’t overspend the bottom line. Make sure to follow to follow the \$17,500.00 bid threshold. Need three quotes and must go with lowest.

Moved to accept the audit: Dave Fletcher. Seconded: Robin Black. All in favor.

B. Notary Policy

The month of July saw a huge increase in the demand for our free notary services. It was discovered that non-residents were coming to use our services because other libraries/notaries charge. We amended the policy per attached.

Motion to approve as presented: Dave Fletcher. Seconded: Ira Negin. All in favor.

C. Cranbury Day

Mike Ferrante and the Foundation are working on having a display and will contact the library board to be present.

D. Foundation Campaign

Marilynn and Kirstie report that they are working very hard including going door to door in neighborhoods.

Mike Ferrante is working on a Fall rollout campaign as well as Cranbury Day plans.

14. CORRESPONDENCE

Trustee Conference in East Windsor is on September 11, the same as Cranbury Day.

The board discussed availability of online training.

15. OPEN DISCUSSION PERIOD

None.

16. ADJOURNMENT

Motion to adjourn: Dave Cook

Seconded : Laurel Quinn.

All in favor. Adjourned 8:50 pm.