

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

**August 9, 2018 – 7:30 p.m.**

**Publicized Location: Gourgaud Gallery, Town Hall**

**Location moved due to Gallery being locked. Notification of new location was taped to door of Gourgaud Gallery. Meeting location was moved to Boy Scout Room, Basement of Town Hall  
Meeting called to order at 7:47 p.m.**

**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 Cranbury Public Library as follows: July 26, 2018 notice for this meeting was sent to the Cranbury Press, Home News Tribune, Township Clerk, and posted in the Cranbury Public Library.

**2. INTRODUCTION OF BOARD OF TRUSTEES**

Kirstie S. Venanzi, President – PRESENT  
Andre Mento, Vice-President – PRESENT  
David Fletcher, Treasurer/Secretary – PRESENT  
Dan Mulligan, Township Committee – PRESENT  
Evelyn Spann, Chief School Administrator's Representative – PRESENT  
Robin Black – ABSENT  
Ira Negin – PRESENT  
Lorraine Sedor – EXCUSED  
Nancy Whitcraft – PRESENT  
Michele Gittings, 1<sup>st</sup> Alternate, Recording Secretary – PRESENT  
Theresa Vaccaro, 2<sup>nd</sup> Alternate – EXCUSED

Also present:

Marilynn Mullen, Director  
Michael Lovaglio, Resident, left at 8:52pm before closed session

**3. APPROVAL OF MINUTES:**

- A. Review and action on the minutes of the July meeting  
Motion to accept the July meeting minutes: Andre 2<sup>nd</sup>: Ira  
Abstain: Dan, David All present remaining in favor. APPROVED

**4. TREASURER'S REPORT**

- A. Recommended action on Bills List for month ending 07/31/2018  
Dave was away, so Kirstie said that she reviewed the bills for the month of July, signed the related checks and found everything to be in order.  
Motion to accept the Bills List as presented: David 2<sup>nd</sup>: Nancy All in favor. APPROVED
- B. Report – Budget and Operating Status as of 07/31/2018

David reviewed the financial status and said that the balance sheet was still strong. The Statement of Revenues shows that the Township is lagging in appropriations by \$8,500 which will offset the bottom-line loss once received. All expenses are under budget.

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

- A. Report attached.
- B. Jay Oliver was hired as the new Technology Librarian. Marilynn discussed his background, duties, and opportunities for public to get to know him.

**6. COMMUNITY EDUCATION SPECIALIST'S REPORT: Marilynn Mullen**

- A. Report attached.
- B. One to two groups of youth from the Cranbury Recreation Summer Camp have been coming to the library each day. Often we provide a storytime or they attend a program.

**7. TECHNOLOGY SPECIALIST'S REPORT: Marilynn Mullen**

- A. Report attached.

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

- A. Review "Annual Calendar of Events" August, September
  - i. Follow up on progress of library goals
  - ii. Will engage auditor for next year

**9. REPRESENTATIVES' REPORTS:**

- A. Mayor's Report: Dan Mulligan – Update
  - i. The Cranbury Business Association will continue to run Cranbury Day.
  - ii. The sign on the property to advertise the location of new library was installed. Kirstie noted that there are restrictions for the size of the sign and once installed it seemed small to her. A brief discussion on replacing the sign on the property with a longer, more durable sign ensued. Suggestions of businesses that make signs were made.
- B. Chief School Administrator's Representative: Evelyn Spann – Update
  - i. Work on the new tennis courts is progressing.
  - ii. The company working on the courts is also addressing a sinkhole on the playground. Families might notice some changes to Walkers Door for ADA compliance and the addition of a vestibule which will allow entrance and exit into Large Group Room without access to the school.
  - iii. Security was discussed. Protective glass and delineating public access were topics.
  - iv. The Board of Education will have their retreat on August 21 but no restructuring will occur since all members will be returning next year. The three members returning will be unchallenged on the ballot in November.
- C. Cranbury Public Library Foundation: Marilynn Mullen – Update
  - i. Possible joint mailing between library and foundation

**10. TRUSTEE COMMITTEE REPORTS:**

- A. Personnel: Chair – Lorraine Sedor, Kirstie Venanzi, Theresa Vaccaro

- i. Kirstie mentioned that Lorraine is still collecting sample annual personnel evaluations.
- B. Finance: Chair – Dave Fletcher, Andre Mento, Ira Negin
  - i. As discussed previously
- C. Policy and Planning: Chair – Ira Negin, Kirstie Venanzi, Michele Gittings, Theresa Vaccaro
  - i. Will meet to continue work on strategic plan. Kirstie passed out latest draft of plan and suggested viewing it as an ever-changing document. Brainstormed good qualities of our library. Discussed what was appropriate to list.
- D. Nominations and Elections: Chair – Andre Mento
  - i. No report
- E. Special – Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Michele Gittings
  - i. The Facility Committee asked that transoms be reviewed by the board. A discussion on the possible addition of transom windows to the new library design ensued with topics including lighting, blinds, and appropriateness of transoms as an agricultural detail. The architect estimated \$1,000 for the redesign work. Dan suggested we move forward, but get the cost estimate. Marilyn mentioned that preliminary cost estimates were made previously. Andre made a motion to allow the architect to proceed with drawings and report back to the board what the cost estimate would be for adding the transoms. Nancy seconded. All were in favor. APPROVED
- F. Special – Public Relations Committee: Chair - , Nancy Whitcraft, Robin Black
  - i. Kirstie notified the board of Lorraine’s resignation from the committee.
  - ii. Nancy agreed to chair and expressed a desire for Robin to co-chair.

## **11. OLD BUSINESS**

- A. None

## **12. NEW BUSINESS**

- A. Library Construction Bond Referendum – Update – covered in Director’s Report
- B. Strategic Plan – discussed previously
- C. Sign on new library site – discussed previously
- D. Subcommittee to meet with Parks Commission in September – Michele will serve. Evelyn said that she would like a member from the Board of Education to serve on this committee since the space is shared. Dan expressed interest in serving as a representative of the township. Marilyn would also like to serve.
- E. Cranbury Day – The petting zoo was not available. Marilyn secured a trackless train to shuttle people to and from the new library site from Main Street. Board members are needed to help out on Cranbury Day at the site. Still brainstorming ideas for activities on site.

## **13. CORRESPONDENCE**

- A. State Library sent notification of Trustee Institute to be held on October 21 at Holiday Inn in East Windsor from 9am to 4:30pm. Attendance of trustees is encouraged. Workshops with topics including library law will occur.

- B. Marilyn sent a thank you note to the board to thank them for the gift card to celebrate her 20<sup>th</sup> Anniversary.

**14. OPEN DISCUSSION PERIOD**

- A. Michael Lovaglio offered program ideas including young adult reading groups and movie nights.
- B. David said that he would like to see statistics over a larger time period of 7-8 years to see trends. Marilyn suggested a chart of selected statistics by year.

**15. CLOSED SESSION: Topic: Personnel planning**

- A. At 8:53pm the board entered into closed session with the director on personnel matters. A motion was made to return to open session at 9:08pm: Kirstie 2<sup>nd</sup>: Evelyn All in favor. APPROVED

**16. ADJOURNMENT**

- A. A motion was made to adjourn: Andre 2<sup>nd</sup>: Nancy All in favor. APPROVED  
Meeting was adjourned at 9:08pm.

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,

*Michele Gittings*  
Recording Secretary