Cranbury Public Library Board of Trustees
Meeting Minutes
September 12, 2019 - 7:30 p.m.
Gambino Room, Cranbury Public Library

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. INTRODUCTION OF BOARD OF TRUSTEES
   Kirstie S. Venanzi, President – present
   Andre Mento, Vice-President – present
   Dave Fletcher, Treasurer and Secretary - present
   Dan Mulligan, Township Committee -absent
   Amy Dixon, Chief School Administrator’s Representative – present
   Also to be present:
   Marilynn Mullen, Director – present
   Michael Ferrante also attended

3. CONSENT AGENDA:
   A. Action on the minutes of the August meeting
   B. Action on Bills List for month ending 7/31/2019
      Motion to approve consent agenda: Andre Second: Ira Approved
      Abstained:  Dave F and Amy

4. TREASURER’S REPORT:
   A. Report - Budget and Operating Status as of 8/31/2019
      Strong balance sheet. Children’s books are under budget because of lack of space. School books need to be weeded.

5. PRESIDENT’S REPORT: Kirstie Venanzi
   Going forward the Board’s priority will be getting the state grant. Kirstie passed out the Code of Ethics of the Board of Trustees in response to a suggestion of a conflict of interest. Discussion in Closed Session.

6. DIRECTOR’S REPORT: Marilynn Mullen - attached
   The police presented Security Training to the staff.
   The Township issued a proclamation honoring Beth Anne Kafas for 25 years of service to the Cranbury Public Library.

7. TECHNOLOGY SPECIALIST REPORT: Marilynn Mullen - attached

8. REPRESENTATIVES’ REPORTS:
   A. Mayor’s report: Mike Ferrante – Update on road repairs and safety.
   B. Chief School Administrator’s Representative: Amy Dixon - Update
      Good start to school year. There is no camera in the Gambino Room, just a motion sensor.

9. TRUSTEE COMMITTEE REPORTS
   A. Personnel: Chair– Patty Thomsson, Kirstie Venanzi, David Carroll
      Patty outlined a new plan to evaluate the director.
   B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin, David Carroll - none
   C. Policy and Planning: Chair– Ira Negin, Kirstie Venanzi, Patty Thomsson, Fred Dennehy
Will work on Conflict of Interest Policy. Also see Open Discussion.

D. Nomination and Elections: Chair– Andre Mento, Dave Fletcher, Dan Mulligan - none
E. Special - Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Fred Dennehy - none.
F. Special – Public Relations Committee: Chair –Andre Mento, Amy Dixon, David Carroll, Patty Thomsson- none

10. OLD BUSINESS  - none

11. NEW BUSINESS
   A. New Jersey Library Construction Bond Act
      Next meeting with the township is Monday September 23.
   B. New Circulation Policy
      Changes to the current policy are:
      • Eliminate fines on books for children and adults.
      • Overdue items will automatically renew once if there are no reserves on the items.
      • After an item is 8 weeks overdue it will be considered lost and the cardholder will be billed.
      Motion to approve policy changes: Andre  Second: Patty  Approved
   C. Cranbury School Library – Overdue CPL book issues
      Marilynn pointed out that 89 CPL items were overdue on school cards. She emailed Susan Genco about this but did not get a response. Today, Sept 12, two parents came in with notices from the school that they had overdue items. It seems the school acted on Marilynn’s email but never responded to her.

12. CORRESPONDENCE
    • Memorial Service for former director Howard Zogott will be on Sunday, November 3, 2019. Information will be posted in the library and on the Website.
    • The township clerk emailed she needed BOT meeting dates by Oct. 23. Marilynn noticed the normal April date would fall on Passover and the school spring break. The board decided to have their meeting on April 16.

13. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT
    Dave F. would like to see a written Conflict of Interest Policy. He volunteered to work on it with Fred.

14. CLOSED SESSION: Personnel discussion began at 8:44 p.m.

15. ADJOURNMENT - 8:54 p.m.