

**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	Ira Negin – present
Andre Mento, Vice-President – present	David Carroll - absent
Dave Fletcher, Treasurer and Secretary - present	Fred Dennehy – present
Dan Mulligan, Township Committee -absent	Patty Thomsson - present
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 Kafasis 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 Marilyn'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. Marilyn 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.**