

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

**September 13, 2018 – 7:30 p.m.
Gambino Room, Cranbury Public Library
Meeting called to order at 7:34 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: Dec. 4, 2017 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 – EXCUSED
Dan Mulligan, Township Committee – ABSENT
Evelyn Spann, Chief School Administrator’s Representative – LATE, ARRIVED AT 7:40PM
Robin Black – PRESENT
Ira Negin – PRESENT
Lorraine Sedor – EXCUSED
Nancy Whitcraft – PRESENT
Michele Gittings, 1st Alternate, Recording Secretary – PRESENT
Theresa Vaccaro, 2nd Alternate – PRESENT
Also present:
Marilynn Mullen, Director

3. APPROVAL OF MINUTES:

A. Review and action on the minutes of the August meeting August Meeting Minutes:
Motion to accept the August meeting minutes: Ira 2nd: Andre
Abstain: Theresa, Robin All present remaining in favor.
APPROVED

4. TREASURER’S REPORT

A. Recommended action on Bills List for month ending 08/31/2018
Kirstie stated that she reviewed the bills for the month of August in Dave’s absence, signed the related checks and found everything to be in order.
Motion to accept the Bills List as presented: Theresa 2nd: Ira All in favor. APPROVED

B. Report – Budget and Operating Status as of 08/31/2018
Marilynn reviewed the financial status, noting a strong balance sheet. As there is currently not a payroll person in the township, money for health insurance was not credited back to the library. Marilynn spoke with Denise Marabello who said that it would be taken care of. The library is under budget on most items. The township is lagging in appropriations.

5. DIRECTOR'S REPORT: Marilyn Mullen

- A. Report attached
- B. Jay Oliver, Tech Librarian, is looking into problems with Bluehost, the library email host. Email quotas of 350 per hour are frequently met and hacking is presumed. Hence, emails are not going through. Others noted other problems with emails. Jay and Marilyn are looking into Jersey Connect which offers free emails and website hosting.
- C. Theresa mentioned a way to get email on your phone.
- D. Justine Ferrara started yesterday (09-12-18) as the new Member Service Specialist.
- E. Jan Murphy, Community Education Specialist, put in for retirement as of December 1, 2018.
- F. Cranbury Day went well. An aerial photo taken by resident Tyler Cenci using his drone was shared. This picture was sent to the Cranbury Press. Marilyn acknowledged the library's gratefulness to all those who helped out and for the individuals and Cranbury Therapeutic Massage for their donations.
- G. The annual letter went out to Cranbury School parents about use of the library after school. Nancy, Robin, and Evelyn had seen the letter and commented that they felt it was positive and they liked the reference to policy.

6. COMMUNITY EDUCATION SPECIALIST'S REPORT: Marilyn Mullen

- A. Report attached.
- B. The Conversation Café had 8 people attend the last gathering. The topics for the next two sessions were planned.
- C. Upcoming programs such as Fiddler in America were mentioned.
- D. Only one person showed up for the Dementia program, but it was still useful. The Alzheimers Society is willing to come.
- E. Marilyn clarified in the Director's Report that it was Tim Brennan, Director of the Cranbury Summer Recreational Camp, who encouraged that parents send their kids to the library with library cards during the summer.

7. TECHNOLOGY SPECIALIST'S REPORT: Marilyn Mullen

- A. Report attached.
- B. Jay Oliver, Tech Librarian, is performing many duties such as doing system administration, addressing reference problems, weeding inventory, and working circulation. He was also advocating for the role of libraries on Cranbury Day.

8. PRESIDENT'S REPORT: Kirstie Venanzi

- A. Review "Annual Calendar of Events" September, October
 - i. Planning for September is done.
 - ii. In October, Kirstie will be asking Board members about their interest in renewing their terms and roles. She asked them to think about their wishes as well as possible positions that they may like to fill.
 - iii. The recording secretary will submit an attendance report for Quarter 3.

9. REPRESENTATIVES' REPORTS:

- A. Mayor's Report: Dan Mulligan – Update
 - i. No report
- B. Chief School Administrator's Representative: Evelyn Spann – Update
 - i. The opening of the school year at Cranbury School went well. Some parents

were concerned about police presence on the first couple of days of school, but this is standard procedure and is done annually for the police to provide feedback to Susan Genco on safety and traffic flow.

- ii. Evelyn described a luring attempt on an 11 year old child in Princeton recently. The child is safe and authorities were notified.
 - iii. Dismissal procedures have tightened and there are new sign out procedures for students that vary depending on grade. Marilynn mentioned that teachers are allowing students to enter the library after school through the school door. Evelyn suggested that this does not align with school dismissal procedures and suggested that Marilynn talk with Susan Genco.
- C. Cranbury Public Library Foundation: Marilynn Mullen – Update
- i. Update included in Director’s Report

10. TRUSTEE COMMITTEE REPORTS:

- A. Personnel: Chair – Lorraine Sedor, Kirstie Venanzi, Theresa Vaccaro
- i. No report
- B. Finance: Chair – Dave Fletcher, Andre Mento, Ira Negin
- i. No additional report
- C. Policy and Planning: Chair – Ira Negin, Kirstie Venanzi, Michele Gittings, Theresa Vaccaro
- i. Met in August to discuss the Strategic Plan. Marilynn gave overview discussing each section. Some topics discussed include an info graphic of the library, partnerships with the township groups, and programming. Kirstie started a brief discussion on the many book clubs (including after school clubs, Conversation Café, Spinning Yarns, Lollipop Lit). The One Book, One Cranbury program was mentioned as a good example of collaboration. Marilynn also reviewed the strengths and future challenges of the library. She would like to include information from the Zogby Survey in the report. Nancy asked about having carrels in the new library. Marilynn said there will not be carrels, but there will be two quiet study rooms that could be used by all ages.
 - ii. Kirstie would like all Board members to review the Strategic Plan so that it can be voted on during the next meeting. It will become part of the application to the state.
- D. Nomination and Elections: Chair – Andre Mento
- i. No report
- E. Special – Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Michele Gittings
- i. Kirstie said that she was in contact with the architect about changes to the most recent rendering of the new library. Updating the details of the renderings were discussed. The importance of accuracy to the public was discussed verses artistic license by the renderer. Kirstie suggested that the Public Relations Committee should handle how the library will be featured to the public and that accuracy was important.
- F. Special – Public Relations Committee: Chair - Nancy Whitcraft, Robin Black
- i. No report

11. OLD BUSINESS

- A. Marilynn talked about the Trustee Institute occurring on October 27 from 9am to 4:30pm. Andre said that he had previously attended and recommended it. Marilynn explained that one trustee is able to attend for free and others are \$95, however there

is available money for other trustees to attend. Robin, Michele, Theresa, and Kirstie expressed interest.

12. NEW BUSINESS

- A. Marilyn mentioned that the website for the Library Construction Bond Referendum dates their updates and she appreciates that.
- B. Modifications to PTO policy to account for the new NJ Sick Leave Law were discussed. Marilyn discussed a chart showing how different options for the Service Category effect sick time determinations, with a Service Category of 5.4 for 1 year meeting the requirements of the new law. A motion was made by Andre to make the change as suggested by Marilyn, seconded by Ira. All were in favor.
APPROVED.

13. CORRESPONDENCE

- A. None

14. OPEN DISCUSSION PERIOD

- A. Nancy asked about the creative space in the new library. Marilyn and Theresa described possible items and activities that could be present there.
- B. Evelyn asked about the wrinkles in the carpet. Marilyn explained that the carpets were cleaned and that wrinkling often happens but will eventually go away. Evelyn offered to take the status back to the school and report back.
- C. Kirstie asked Evelyn when the new school board representative would be chosen. Evelyn reminded everyone that she is filling in for Laurel Quinn who had moved away. She noted that the School Board retreat went well and that no seats were contested. In January the School Board would decide on positions. Andre, as part of the Nominations Committee, asked if Evelyn was interested in staying on the library board. Evelyn explained that the President of the School Board chooses appointments.
- D. Theresa asked if pre-wiring for an electrical charging station was still a possibility. The status was unknown. Location and usage of the charger were discussed. Evelyn suggested that Theresa talk with Dan.
- E. Evelyn reiterated that while the library remains in the school, the school is committed to supporting the library.

15. ADJOURNMENT

- A. A motion was made to adjourn: Ira 2nd: Theresa All in favor.
APPROVED Meeting was adjourned at 8:56 pm.

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