

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES
March 14, 2013 – 7:30 pm
Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:30pm

Pursuant to Section 5 of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Library Director as follows: December 3, 2012 a notice for all scheduled 2013 meetings was sent to the Cranbury Press, Home News Tribune, and Township Clerk and posted in the Public Library.

2. INTRODUCTION OF BOARD OF TRUSTEES

Kirstie Venanzi, President
Hal Rourke, Vice-President
David Fletcher, Treasurer
MariCris McDowell, Secretary
Ashish Awasthi, Trustee
Andre Mento, Trustee - excused
Charlene Vivian-Granville, Trustee
Michael Ferrante, Chief School Administrator's Representative
Jane Holland, Mayor's Representative

Also present:

Marilynn Mullen, Director
Douglas Baldwin, Systems Administrator
Jan Nash Murphy, Youth and Outreach Services Librarian - excused

3. APPROVAL OF MINUTES

February 14, 2012 Regular Meeting *Approved*
motion: David ***2nd: Hal***

4. TREASURER'S REPORT FOR FEBRUARY 28, 2013: David Fletcher

A. Action on Bills List *Approved*
motion: Dave ***2nd: Mike***

B. Budget and Operating Status as of 2/28/13

1. Dave noted that we are behind budget by \$22,000 due to a timing issue and will correct itself when payment comes in from township.
2. Group insurance continues to be greater than what is budgeted, still investigating why.
3. Electronic games: \$62 over, function of buying new games in batches, will also catch up.
4. Currently \$1300 under budget.

5. DIRECTOR'S REPORT: Marilyn Mullen

- A. Donations: stressing value of our services to patrons and if they are pleased, library will accept a small donation.
- B. Marilyn asked about closing 3/30 (day before Easter). Library will remain open.

- 6. YOUTH AND OUTREACH SERVICES REPORT:** Jan Nash Murphy
- 7. SYSTEMS ADMINISTRATOR'S REPORT:** Doug Baldwin
- A. Doug is resigning at the end of the month.
 - B. Mandarin CMS migration scheduled 3/23-24. Website won't be completely shut down. Patrons will be able to do searches, but may not be able to reserve books. Charlene asked what will happen if patrons want to reserve/renew books? Marilynn said there will be a disclaimer (banner message) letting patrons know. May just remove boxes for reserve, renew, etc. Mike asked if the school is fine with the migration and cost. Doug said he has been keeping school informed and they are fine with it.
 - C. Scavenger hunt: Jane asked if we are going to do it with the Drug Free but the hunt is May 7th. Patrons originally given arbitrary time limit, but could present the prize at the Drug Free Fair. Friends of the Library are having a table at Drug Free.
- 8. PRESIDENT'S REPORT:** Kirstie Venanzi
- A. Review of "Annual Calendar of Events" for March and April – On-track
 - B. Report that library had to submit to the state is all statistics, not really reflective of the library.
- 9. REPRESENTATIVE'S REPORTS**
- A. Mayor's Representative: Jane Holland –
 - 1. Mayor spoke about meeting with Kirstie. If back is to Main Street at Park Place, concerned about what you see, concerned about seeing parking lots. Allen wants to know more about the plaza in front of the library because perhaps farmers market will go there.
 - B. Chief School Administrator: Michael Ferrante
 - 1. Set amount for budget, 0% increase for school and twp. Due to health care costs going down. Salaries went down because a lot of teachers retired. Same amount of students for next year, about 600 kids.
 - 2. Election is next month and four spots are open as Mike, Wendy, Kim and Primat are stepping down. April will be last meeting for Mike.
 - 3. School in good fiscal situation. .08% rise in property values after 17% drop over last 5 yrs.
 - 4. Summer construction plans for school parking lot.
 - C. Friends of the Cranbury Public Library Representative: Marilynn Mullen
 - 1. Drug Free Fair
 - 2. Annual Meeting on a Thursday in April with a speaker and the topic is "Vintage Views of NJ".
 - 3. Book sale - committed to it for Cranbury Day but still have to iron out details. During township clean up (May 4th & 5th), people can drop off books and library can call Better World Books to pick up books next day. If this works, will do another collection in August for sale on Cranbury Day. Jane asked if Bookworm would donate books. Owner is already in new space and said his leftover books are not suitable for sale.
 - 4. Kirstie asked if we know of anyone interested in becoming a friend to please let her know.

D. Cranbury Public Library Foundation: Kirstie Venanzi

1. Gearing up for kick-off April 7th.

10. TRUSTEE COMMITTEE REPORTS

A. Personnel Committee: Charlene Vivian-Granville

1. in closed session

B. Finance Committee: David Fletcher – No report

C. Policy and Planning Committee: Kirstie Venanzi – No report

D. Nomination and Election Committee: Hal Rourke – No report

E. Facilities Development Committee/Task Force: Kirstie Venanzi –

1. Kirstie will receive new drawings shortly and will show them to board.

F. Public Relations Committee: Andre Mento – No report

11. OLD BUSINESS

A. Kirstie asked if we should consider postponing the retreat since 3 board members are unable to attend. We decided to meet and start groundwork. Marilyn said we could also plan a send-off for Doug.

12. NEW BUSINESS

A. Charlene asked what we give Doug to show our appreciation of his time with the library.

B. Staff Appreciation Day

1. Motion to pro-rate PTO for full time employees

Motion to approve: Ashish

Second: Dave

13. CORRESPONDENCE

A. Trustees Card: Thank you for becoming members

B. Letter from students for Read Across America

C. Literacy Program of NJ was founded by 24 libraries in Middlesex in 1918.

On 5/30 the LPNJ will honor librarians of Middlesex.

14. OPEN DISCUSSION PERIOD

15. CLOSED SESSION - Staff Compensation

BE IT RESOLVED that the Board of Trustees of the Cranbury Public Library meets in Closed Session to discuss employee compensation; and

BE IT FURTHER RESOLVED that the subjects discussed in Closed Session shall be made available to the public at such time as the need for confidentiality no longer exists.

IN - 8:41 pm

Motion: Kirstie

Second: Mike

Vote: Unanimous

OUT -9:47pm

Motion: Charlene

Second: Ashish

Vote: Unanimous

16. ADJOURNMENT AT 9:22pm

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,

Charlene Vivian-Granville