

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES
June 13, 2013 – 7:30pm
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
Charlene Vivian-Granville, Trustee – excused
Kevin Fox, Chief School Administrator’s Representative
Jane Holland, Mayor’s Representative
Also Present:
Marilynn Mullen, Director
Jan Nash Murphy, Youth and Outreach Services Librarian – excused

3. **APPROVAL OF MINUTES**
May 9, 2013 Regular Meeting Approved
motion: Hal consent 2nd: Jane

4. **TREASURER’S REPORT FOR MARCH 2013:** David Fletcher
 - A. Action on Bills List *Approved*
 - B. Budget and Operating Status as of May 31, 2013
 1. Dave reviewed bills list for May and signed checks, everything looks good. Dave recommends approval.
Motion: Hal 2nd: Jane
 - C. Statement of revenue: slightly under budget, almost \$2000 of that is township appropriations, timing issue. Fines and fees are under budget by \$1400. Function of us being more aggressive. Gifts from Friends behind by \$1300. Just received check for \$600 which will be recorded in June. Expenses under budget except for salary and wages. Had three pay periods instead of two, that’s why we are over. Group insurance chronic problem since beginning of year, slowly working way back to where we should be. Pretty much in line with budget except for revenue issues Dave mentioned.

5. **DIRECTOR’S REPORT:** Marilyn Mullen
 - A. Filed annual report at Township Committee meeting. Pointed out how library can help in disasters and be included in disaster planning.
 - B. One Book One Cranbury complete, in process of filing to get remainder of grant.
 - C. Grandpals a success. Dr. Genco and teachers enthusiastic and hope it continues for next year.

- D. Foundation: NJ Charity and Corp annual Report filed.
 - E. Friends Mtg: Very enthusiastic. Renewed museum passes. House tour is a go. Gave \$600 toward summer reading and they are sponsor.
 - F. See Director's Report for customer comment.
 - G. Juvenile circulation up due to Grandpals coming in twice a week.
6. **YOUTH AND OUTREACH SERVICES REPORT:** Jan Murphy
7. **SYSTEMS ADMINISTRATOR'S REPORT**
- A. Tech hours are back and Joanne is doing great. She uses Pinterest and has interesting things on there. Published online readers' advisory form. Planning programming for technology.
8. **PRESIDENT'S REPORT:** Kirstie Venanzi
- A. Review of "Annual Calendar of Events" for June and July.
 - B. Kirstie went to NJLA and was a speaker - proving value of library to community and how we do that.
 - C. Public Policy: Orange Public Library closed without notice due to budget restraints. Keep an eye on this situation.
 - D. Law introduced by senators to have things approved by municipality.
9. **REPRESENTATIVE'S REPORTS**
- A. Mayor's Representative: Jane Holland
 - 1. Asked mayor feedback about Marilynn's presentation and said it was well received.
 - 2. Asked him about new parking lot - looking into condemning that property to provide 30 parking spaces so they won't be concerned about our parking lot. Eminent domain, but long, expensive process.
 - B. Chief School Administrator Representative: Kevin Fox
 - 1. No report. Will let school board know about juvenile stats.
 - 2. Kirstie would like to go to school board and present data re: importance of a good school library.
 - C. Friends of the Cranbury Public Library: Marilynn Mullen
 - 1. See Director's Report.
 - D. Foundation: Lots of energy. Going to highlight certain companies that can match donations. Ask board members to contribute to capital campaign. Extend ourselves to major companies.
10. **TRUSTEE COMMITTEE REPORTS**
- A. Personnel Committee: Charlene - No report
 - B. Finance Committee: David Fletcher - No report
 - C. Policy and Planning Committee: Kirstie Venanzi - No report
 - 1. Wait until Joanne is here longer before we review social media policy.
 - D. Nomination and Election Committee: Hal Rourke -
 - 1. Looks like Charlene will not be re-upping. Martha Gallieu has expressed interest in joining.
 - E. Facilities Development Committee/Task Force: Kirstie Venanzi
 - 1. Did meet and discussed post office. It is staying and will always be there. Can't rent out part of it, not even parking b/c it is a federal bldg, not an option for us.
 - 2. Alan and Merilee's believe that we can now start to look at possible architects and get our timeline down. If we have architect engaged by July,

we could have shovel in ground by June 2014. Mark B. thinks we need to have 1/2 money. Others feel not necessarily the case, maybe only 1/4 to 1/3, and Alan and Merilee agree. Delay architect engagement until late summer/Sept. Janice says each capital campaign is different, not everyone has 1/2 money raised. NJLA gave list of architects that are commercial members in NJLA. Nancy Witt and NJLA like Acari & Iovino architects, he has often come in under budget for other libraries. Compile list of architects and committee will come up with questions and speak with each firm.

- F. Public Relations Committee: Andre Mento –
 - 1. Talk at foundation to do town wide mailing and targeted mailing. Have this PR committee meet with Foundation's PR committee. Jane says we should work on something spectacular for Cranbury Day. Andre said maybe we can tie in with Duck Race. Have Duck walking down street saying help your library. Display our thermometer. Duck reading to children. Cranbury day September 7th, before school starts.

11. **OLD BUSINESS**

- A. Staff Appreciation: Tomorrow, 6/14, 5:30-7:30pm.

12. **NEW BUSINESS**

- A. Jan had a summons for jury duty for three days a week, supposed to start in June thru Oct, but all is resolved.

13. **CORRESPONDENCE**

- A. See Director's Report. Card from Doug t.you for send off and thank you for welcoming me into Cranbury

14. **OPEN DISCUSSION PERIOD**

15. **CLOSED SESSION** – None

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

OUT – pm

Motion:

Motion:

Second:

Second:

Vote: Unanimous

Vote: Unanimous

16. **ADJOURNMENT AT 8:45 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,

MariCris McDowell