

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES  
July 11, 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 - excused  
MariCris McDowell, Secretary  
Ashish Awasthi, Trustee  
Andre Mento, Trustee  
Charlene Vivian-Granville, Trustee  
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  
Sam Venanzi
  
3. **APPROVAL OF MINUTES**  
June 13, 2013 Regular Meeting      Approved as is  
*motion: by consent*                      *2<sup>nd</sup>:*
  
4. **TREASURER'S REPORT FOR JUNE 2013:** David Fletcher
  - A. Action on Bills List                      *Approved*
  - B. Budget and Operating Status as of June 30, 2013
    1. Marilynn to report for Dave. Salary is back on track. Group insurance is now within budget. Adult books is a little high. Total books and periodicals is lower. Spent almost all of programming budget. No more programming expenses. Kirstie recommends we pay the bills.  
*Motion: Hal*                      *2<sup>nd</sup>: Jane*

5. **DIRECTOR'S REPORT:** Marilyn Mullen
  - A. Parking lot project so far has been going well.
  - B. Farmers Market starts this Friday. Library will tell stories and provide information about library.
  - C. Waiting on outdoor signs.
  - D. Laura K. has given notice, last day 7/22/13.
  - E. Viewed sample thermometer sign for Foundation to use for Cranbury Day.
  - F. Foundation working on letter to send to households.
  - G. See Director's Report.
  
6. **YOUTH AND OUTREACH SERVICES REPORT:** Jan Murphy
  - A. 90 people showed for "Dig Into Wildlife". All programs running well. "Quack Open a Good Book" gearing up for Cranbury Day.
  - B. Ask Jan to plan a community day in library, ask patrons what they want to see at the library.
  
7. **SYSTEMS ADMINISTRATOR'S REPORT**
  - A. Joanne ran a Four Seasons Program on online privacy. Scheduled a Pinterest program. Friends will sponsor Tumblebooks. School librarian promoted Tumblebooks in June and views went up at library.
  
8. **PRESIDENT'S REPORT:** Kirstie Venanzi
  - A. Review of "Annual Calendar of Events" for July and August.
  - B. Progress to Goals: Community calendar, One Book One Cranbury. Kirstie complimented Marilyn and staff.
  - C. Will have news on the audit in August. Start looking at different healthcare for staff.
  - D. Kirstie attended ALA meeting with 30,000 librarians in Chicago. Khaled Hosseini, author of The Kite Runner, spoke. Taped message from President Obama re: how libraries can be instrumental when Healthcare Act is introduced in October. Can have display re: pros and cons of Act. 85% of Americans will not need to do anything at this point.
  - E. Attended Non-user Program and Myth and Reality of Evolving Patron
  - F. Attended school board meeting. During public comment, Kirstie updated board re: progress on track for summer of 2015. Would like to continue dialogue and Susan Genco said she would speak with Marilyn soon.
  
9. **REPRESENTATIVE'S REPORTS**
  - A. Mayor's Representative: Jane Holland
    1. Parking lot ongoing issue. Bid was accepted by water tower co. Debating eminent domain. Residents of Maplewood Avenue complained at last meeting. On fence re: what they should do, need parking but don't want to upset townspeople. Debating property between tennis courts and ballet school but thought school wouldn't like it. Jane thinks it's a good idea, but that having access from the school and township parking lot is a bad idea. Jane suggested having parking near senior housing. Still desperately looking for parking.
    2. Mentioned that we were going to be very visible on Cranbury Day. Mayor thought it was great and thought Foundation should make a splash.

3. Discussion re: Cranbury Press - paying for legal notices, thinking of not using Cranbury Press. Called them to find out circ numbers and press refuses to give them out.
- B. Chief School Administrator Representative: Kevin Fox
  1. Lot of curriculum writing done this summer. More research and writing will be done. Moving in a good direction.
  2. Talked about duck origami and getting students involved. Dr. Genco will see what she can do.
- C. Friends of the Cranbury Public Library: Marilyn Mullen
  1. School will let Friends use small classroom to store and sort books before Cranbury Day. Will collect books 8/24-30. Friends will have table by Walkers Door. Leftovers will be shipped out.
  2. Luncheon and house tour - 9/28. Looking for board members to help.
  3. Friends to provide quilts to be raffled off to raise money for new library.
- D. Foundation: Things are moving along. New members for campaign committee. Joint PR efforts. Goal to Raise \$200,000 by 9/1.

10. **TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Charlene – No report
- B. Finance Committee: David Fletcher – No report
  1. Auditor has finished his work, sent out a draft audit. Marilyn shared with Kirstie and Dave. Dave very pleased. Can schedule exit review. Board feels it would be good to have auditor present at August meeting. We can then vote to accept audit.
- C. Policy and Planning Committee: Kirstie Venanzi – No report
  1. Will wait for Joanne re: social policy.
- D. Nomination and Election Committee: Hal Rourke
  1. Have any interested parties send in resumes as soon as possible.
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
- F. Public Relations Committee: Andre Mento –
  1. Sam will make a free PSA since he now has a full time job. Will make something fun and quick, using humor to promote library (ex: Are you a constant victim of misinformation?) He can get it done this weekend and have us review it. Can post on Facebook and website. Sam will make it for all audiences. It will be ready for Monday's PR meeting.
  2. Monday night meeting because Foundation wants to do PR letter, need to coordinate with us.
  3. Cranbury Day: Kirstie - will planning be done by staff? Marilyn said to get stickers that people wear "I support a new library for Cranbury." Pay or have a level of support pay. Kirstie suggested Duck stickers. Ducks with different genres on the bottom to choose a book. Ordered 12 duck related reading books. Have costumed duck wear a button "The Duck supports the Library". For people - "The duck and I support the library". Explore car magnets.

11. **OLD BUSINESS**

A.

12. **NEW BUSINESS**

A. Parking lot: Done except for milling and paving, front of library will not be patched, everything else will be and lot will be closed. 7/18 Thursday, Friday to get milling done, Saturday parking will be accessible. Pave on Monday and Tuesday after that. School closes at 5pm but Joyce said they will keep a custodian on so patrons can park by playground and walk through school to get to library. Might have Jan cancel toddler story time then. Marilyn said it will limit amount of patrons. Maybe staff does inventory then. People can park on Park Place and walk across fields. Board will leave it to Marilyn's best judgement. No fines charged while parking lot closed.

13. **CORRESPONDENCE**

A. See Director's Report.

14. **OPEN DISCUSSION PERIOD**

15. **CLOSED SESSION –**

**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 – 8:49pm  
Motion: Kevin  
Second: Charlene  
Vote: Unanimous

OUT – 9:22pm  
Motion: Kirstie  
Second: Ashish  
Vote: Unanimous

16. **ADJOURNMENT AT 9:22 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*