

BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY

REGULAR MEETING MINUTES
February 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
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

3. **APPROVAL OF MINUTES**

January 10, 2013 Regular Meeting Approved

4. **TREASURER'S REPORT FOR DECEMBER 11, 2012:** David Fletcher

A. Action on Bills List Approved

motion: Hal 2nd: Ashish

B. Budget and Operating Status as of 1/31/13

1. Dave noted that while almost all expenses are in line with the budget, group insurance actual expense is higher than budgeted. He added that if this overage continues at the same rate, this negative variance will be significant at year-end. Marilyn will investigate.

5. **DIRECTOR'S REPORT:** Marilyn Mullen

A. Roll out of new hours & copy costs announced in press release on 1/22, started 2/1. Kirstie complimented staff of the roll out of the new hours.

B. Met with staff to tell them about compensation. Staff very understanding.

C. Storage closed out. School storing shelving for library.

D. \$125,00 received by Foundation.

6. **YOUTH AND OUTREACH SERVICES REPORT:** Jan Nash Murphy

7. **SYSTEMS ADMINISTRATOR'S REPORT:** Doug Baldwin
 - A. Mandarin CMS: New portal with public catalog search from our integrated library system vendor.
 1. Doug to check with company re: maintenance scheduling.
 2. Migration should take place during low traffic.
 3. IP address change should address any potential security risk.

8. **PRESIDENT'S REPORT:** Kirstie Venanzi
 - A. Kirstie attended Township Committee Meeting to ask about setting up committee to talk about new building and no response. Jane spoke to Glenn, and Township Committee was confused as to why we would want assemble a committee so early in the process.
 - B. Informal meeting with Alan, Glenn and Dan about moving the location of the new library.
 - C. Review of "Annual Calendar of Events" for February & March – On-track.
 - D. Possible date for retreat: 3/2 or 3/16.
 - E. Director to work on goals and annual report and submit to board.

9. **REPRESENTATIVE'S REPORT**
 - A. Mayor's Representative: Jane Holland – see 8. A.
 - B. Chief School Administrator: Michael Ferrante
 1. BOE opted to keep election of officers and budget vote on 4/16 instead of moving it to November. There are four open spots on the BOE.
 2. Facility Committee: Parking lot project for summer. Area where dumpsters are will move to other side of auditorium. Dumpsters to be replaced with sidewalk and landscaping. Path to be made across parking lot from school front entrance. Signs will be made clearer.
 3. Facilities lowered rent for us.
 4. Kirstie had asked for a task force to determine what school will do with the space once library leaves. Dr. Genco said it's too early to form task force. School will eventually fundraise for library space once we vacate school.
 - C. Friends of the Cranbury Public Library Representative: Marilynn Mullen.
 1. Kirstie attended meeting. Gambino Room contains books that need to be distributed. Their annual meeting will be in April.
 - D. Cranbury Public Library Foundation: Patty Thomsson
 1. Patty presented invite for kick-off. Ellen Yochelson joined committee and will handle food and beverage. Grace Thomson donated her time and designed invite. 220 invites went out to a variety of guests: capital contribution guests, school board, Rush Holt, Dan Benson, Linda Greenstein, etc. On March 4th Foundation will meet to determine how the event will run.
 2. January was a successful fundraising month.

10. **TRUSTEE COMMITTEE REPORTS**
 - A. Personnel Committee: Charlene Vivian-Granville
 1. Will look at policies in closed session and vote. Outline proposed changes. motion: Charlene second: Hal
 - B. Finance Committee: David Fletcher – No repo
 - C. Policy and Planning Committee: Kirstie Venanzi
 1. Jane: revised circulation and personnel policy are shaded in packet.

- 2. Charlene suggested offering flash drives with CPL logo for sale on Cranbury Day. Jane suggested that Doug could run a tech table at Drug Free Fair and have flash drives.
- 3. Delete "Blank computer disks" line under addt'l fees.
- D. Nomination and Election Committee: Hal Rourke – No report
- E. Facilities Development Committee/Task Force: Kirstie Venanzi –
 - 1. Met because people were talking about Bookworm as possible location for library but not feasible for many reasons. The Odd Fellows building is for sale but is too small.
- F. Public Relations Committee: Andre Mento – No report

11. OLD BUSINESS

- A. Committee Assignments: Remain the same. Kirstie will email about retreat. 9-2pm

12. NEW BUSINESS - None

13. CORRESPONDENCE

- A. NJL Trustees Assoc "What Every Trustee Needs to know". Program we can attend on 3/9 in Hamilton in the AM.
- B. Drug Free Fair 5/18, 1-4. Jan let SLic know they can participate in the fair. Need just one rep at fair whether it's a board person, foundation member, etc.
- C. Thank you from Municipal Alliance for donating video game equipment used for Jamfest.
- D. Listserv: Other libraries closing and increasing fees.

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 - 8:54 pm
 Motion: Kirstie
 Second: MariCris
 Vote: Unanimous

OUT - 9:56 pm
 Motion: Charlene
 Second: Mike
 Vote: Unanimous

16. ADJOURNMENT AT 9:57pm

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