

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES
April 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
MariCris McDowell, Secretary
Ashish Awasthi, Trustee
Andre Mento, Trustee – excused
Charlene Vivian-Granville, Trustee – excused
Michael Ferrante, 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**
March 14, 2013 Regular Meeting Approved
motion: Mike 2nd: Dave

4. **TREASURER’S REPORT FOR MARCH 2013:** David Fletcher
 - A. Action on Bills List *Approved*
 - B. Budget and Operating Status as of March 31, 2013
 1. Dave reported that total expenses are under budget by approximately \$4000 year-to-date. Total income thru March is under budget by approximately \$35,402 relating to the timing of receipt of Library’s appropriation. This shortfall will correct itself over time.
 - C. Reviewed March bills and signed checks. Dave recommends approval.
motion: Hal 2nd: Jane
 - D. Group insurance is over budget year-to-date by \$2500, but Marilyn pointed out that amount employees pay into insurance isn’t credited until last month of year.

5. **DIRECTOR'S REPORT:** Marilyn Mullen
- A. Since Doug left, staff have been stepping up.
 - B. Jan applying for notary public.
 - C. Started interviewing replacements before Doug left, have two strong candidates.
 - D. One Book, One Cranbury going strong.
 - E. 50 people attended the African American Women program.
 - F. Used grant money to pay for pamphlet sent with Friends mailing.
 - G. Jane suggested putting pamphlets and Library renderings at Friends table at Drug Free Fair.
 - H. Digital Media Memory event this weekend. Same company that has been digitizing Cranbury Press.
 - I. Randy Haggerty: "We have a spectacular library, a gem."
 - J. "Ports in a Storm" for librarians and mayors, attended with Glenn Johnson. He thought auditorium in new library could be built to specifications as an emergency shelter/command center and hoping FEMA would pay for it. Introduced us to FEMA rep. Could help us gain traction for new library.
 - K. Biggest drop is in school circulation.
 - L. Program attendance has increased. GrandPals going well.

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

7. **SYSTEMS ADMINISTRATOR'S REPORT**

8. **PRESIDENT'S REPORT:** Kirstie Venanzi

- A. Review of "Annual Calendar of Events" for April and May – not reviewed.
- B. Kirstie said retreat went well.

9. **REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: Jane Holland
 - 1. Budget passed last night and it's the same.
 - 2. Mayor was pleased with kick-off event and thought it was well attended.
 - 3. Asked him for supermarket definition for Rt. 130. It has to do with property on Rt. 130 which was originally zoned for commercial, but hasn't sold. Has been redefined and zoned for supermarket/retail in hopes of attracting buyers.
 - 4. Might have good news about additional parking for town, nothing to do with library. Could be change in attitude toward rendering.
 - 5. Nothing is happening with Chaney/Haggerty property because they can't come to an agreement and might also be an environmental issue. Mayor guessing about that.

6. Inviting many different people from the community to participate in Drug Free Fair. Mayor thinks it's a good idea since the Cranbury population is now 6% Chinese and 4% Indian.

- B. Chief School Administrator Representative: Michael Ferrante
 - 1. Budget vote Tuesday, flat budget.
- C. Friends of Cranbury Public Library – No report
- D. Cranbury Public Library Foundation: Marilyn Mullen
 - 1. Good feedback from kick-off event.
 - 2. Meeting on Monday to talk about next steps.
 - 3. Lots of residents have been asking how they can help.
 - 4. Jane recommended asking Princeton how they did it: bricks, names on auditorium seats.
 - 5. Marilyn would like to partner with town businesses, like Gil & Bert's.

10. **TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Charlene Vivian-Granville – No report
- 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. We have new renderings.
 - 2. Kirstie will ask for meeting with KSS to get specifics re: timeline.
- F. Public Relations Committee: Andre Mento – No report

11. **OLD BUSINESS**

- A. Staff Appreciation: Kirstie asked Marilyn to check when staff are available. Would like to do something for them as they have stepped up since Doug left. Dave asked if we give length of service awards. We will give some thought to doing that.
- B. Event for Doug was very nice.

12. **NEW BUSINESS**

- A. Dave asked about audit, have contract signed with him, usually after April. Don't need audit for Foundation.

13. **CORRESPONDENCE**

- A. See Director's Report.

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 – 8:22pm | OUT – 8:56pm |
| Motion: Ashish | Motion: Dave |
| Second: Mike | Second: Kirstie |
| Vote: Unanimous | Vote: Unanimous |

16. **ADJOURNMENT AT 8:56pm**

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