

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES
May 9, 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 Public Library as follows: December 3, 2012 notice for this meeting was sent to the Cranbury Press, Home News Tribune, Township Clerk and posted in the Public Library.

2. INTRODUCTION OF BOARD OF TRUSTEES

Kirstie Venanzi, President
Hal Rourke, Vice-President (excused)
David Fletcher, Treasurer (excused)
MariCris McDowell, Secretary (excused)
Ashish Awasthi, Trustee
Andre Mento, Trustee - absent
Charlene Vivian-Granville, Trustee
Chief School Administrator's Representative has yet to be named
Jane Holland, Mayor's Representative

Also present:

Marilynn Mullen, Director

3. APPROVAL OF MINUTES

April 11, 2013 Regular Meeting *Approved as corrected below*
A. 9C - Should read "Friends of Cranbury Public Library - No report"
B. Add 9D - Should read "Foundation" instead of Friends
C. 5E - Should read "African American Experience in Cranbury"

4. TREASURER'S REPORT FOR APRIL 30, 2013: Marilyn Mullen for David Fletcher

- A. Action on Bills List for April 2013 *Approved*
- B. Budget and Operating Status as of 4/30/13
 - 1. Budget numbers month-by-month reflect more accurately what happens when we receive our appropriations.
 - 2. Doug was still covered for health insurance for one month past his departure, which is reflected in this month's budget.

5. DIRECTOR'S REPORT: Marilyn Mullen

6. YOUTH AND OUTREACH SERVICES REPORT: Jan Nash Murphy

7. SYSTEMS ADMINISTRATOR'S REPORT: Marilyn Mullen

- A. Marilyn included in her report.

8. PRESIDENT'S REPORT: Kirstie Venanzi

- A. Review of "Annual Calendar of Events" for May and June
 - 1. The auditor has signed the contract; Marilyn will touch base to see when the auditor will begin.

9. REPRESENTATIVE'S REPORTS

- A. Mayor's Representative: Jane Holland
 - 1. Marilyn will be on the agenda for May 28th to present the Annual Report.
- B. Chief School Administrator: not yet named by the Chief School Administrator
 - 1. The School Board reorganization was this week.
- C. Friends of the Cranbury Public Library Representative: Marilyn Mullen
 - 1. The Friends will fund some of the museum passes and may substitute a new one for the Guggenheim.
- D. Cranbury Public Library Foundation: Kirstie Venanzi for David Fletcher
 - 1. There is another cultivation event tomorrow night, May 10.
 - 2. Marilyn filed the nonprofit paperwork, 990EZ, with the IRS.
 - 3. Pam Parseghian will be joining the Foundation to help with marketing.

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Charlene Vivian-Granville – No report
- B. Finance Committee: David Fletcher – No report
- C. Policy and Planning Committee: Jane Holland
 - 1. Meeting Room Policy
 - a. Discussion about the use of the meeting room by for-profit individuals and groups.
 - b. The subject's request is against CPL guidelines for the meeting room, conflicts with already scheduled events and staff break times.
 - c. Marilyn will let the subject know that he is able to use common space as long as he conforms with the policies of the library.
 - d. When CPL moves into a new space with more private rooms, the meeting room policy will be reviewed and addressed.
- D. Nomination and Election Committee: Hal Rourke – No report
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
 - 1. Kirstie will be calling Allan Kerht; no report at this time.
- F. Public Relations Committee: Andre Mento – No report
 - 1. A flyer needs to be developed for the 55+ community, The Riviera.
 - 2. Kirstie will check with Sam about the video.
 - 3. Marilyn reported that we have 5 paying card holders.
 - 4. The Committee may talk to Lorraine Sedor about ideas for promoting the library in her upcoming blog.

11. OLD BUSINESS

- A. Drug Free Fair
 - 1. SLiC and the Friends both have tables.
- B. Employee Appreciation Event – Friday, June 14
 - 1. Hosted at Jane Holland's home.
 - 2. The Friends' and Foundation Presidents will be invited.

12. NEW BUSINESS

- A. Memorial Day Parade
 - 1. Kirstie will see if someone can drive a truck with a banner.
 - 2. Marilyn cannot attend.

13. CORRESPONDENCE - None

14. OPEN DISCUSSION PERIOD

- A. A large thermometer to track the Foundations' fundraising efforts needs to be purchased and displayed.

- B. A letter needs to be drafted to the area realtors to request that they point out the location of the new public library.

15. ADJOURNMENT AT 9:00pm

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