

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES
September 12, 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 - excused
Andre Mento, Trustee
Charlene Vivian-Granville, Trustee
Kevin Fox, Chief School Administrator's Representative - excused
Jane Holland, Mayor's Representative - excused
Also Present:
Marilynn Mullen, Director
Jan Nash Murphy, Youth and Outreach Services Librarian – excused
Guests:
Tom Connelly
Richard Burke

3. **APPROVAL OF MINUTES**
August 8, 2013 Regular Meeting Approved as is
motion: Hal 2nd: Andre

4. **TREASURER'S REPORT FOR JUNE 2013:** Marilyn Mullen for David Fletcher
 - A. Action on Bills List *Approved*
 - B. Budget and Operating Status as of August 31, 2013
 1. Revenue & expense statements look good. Under budget for everything, except a little over for programming. Will end year within budget. Dave recommends we pay bills.
Motion: Charlene 2nd: Andre

5. **DIRECTOR'S REPORT:** Marilyn Mullen
 - A. Hired new LA. Has experience working in HS and is on board of her library in Allentown.
 - B. Student Amir Moon is very involved in the library. Amir helped with inventory.
 - C. Patron complaint about donation box, doesn't think it is appropriate. Board feels it's appropriate to keep donation box.
 - D. Thank you for running Cranbury Day. Rec'd donations and got forms filled out for Forums. Charlene suggested ordering duckthemed reading books to sell for next year since so many little kids came to the table. Marilyn didn't want to step on Lions' toes.
 - E. Patron comments - see director's report.
 - F. Marilyn away next week.
 - G. See Beth Anne's report. Beth Anne training new LA.

6. **YOUTH AND OUTREACH SERVICES REPORT:** Jan Murphy
 - A. More teens signed up/participated in summer reading.
 - B. She and Joanne will be at Back to School Night. Grandpals people will be there too to explain program. Looking for about 10 more Grandpals.
 - C. PSAT test practice already full.
 - D. Star Wars themed programs.
 - E. Jan has met with SLIC readers.
 - F. Charlene said for next year's summer reading, there is a big push with Boy Scouts re: STEM. Asked Marilyn to let Jan know it might be nice if Boy Scouts could partner and earn service hours.
 - G. 8th grade student had huge amount of fines, she's working it off and reorganizing HS section by genre.

7. **SYSTEMS ADMINISTRATOR'S REPORT**
 - A. Joanne debuted kids/teens/parent webpage.
 - B. Highlighting databases in pamphlet for back to school night.
 - C. Presenting a program for parents on iPad apps for toddlers while Jan reads during storytime.
 - D. Tumblebooks: Made a push since Friends are re-upping. Continuing to go up.
 - E. Facebook push - get more info up. Tom Connelly said he heard about Intrepid passes through facebook.

8. **PRESIDENT'S REPORT:** Kirstie Venanzi
 - A. Review of "Annual Calendar of Events" for September and October.
 - B. Went to Twp meeting to update committee re: where we stand re: fundraising. Asked twp committee for someone to join facilities committee when we meet with architect. Twp committee said Make sure we follow NJ laws when we go out to bid.

9. **REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: Jane Holland - excused
 - 1. Bridge project. Main St will be one lane during day, two lanes at night. Narrowing of roadway over bridge and more green space. Replacing sidewalks with brick. Going out to bid this fall, project delayed.
- B. Chief School Administrator Representative: Kevin Fox - excused
- C. Friends of the Cranbury Public Library: Marilyn Mullen
 - 1. Meeting on Monday. Made over \$800 for book sale at Cranbury Day. Overwhelmed by donations. School janitors were wonderful, gave us pallets to stack books and they moved them for us. Boy scouts help set up and clean up. 116 boxes went to Better World Books, will find out how much money we make if our books sell.
 - 2. Need books for House Tour. Guests will receive voucher at luncheon and can pick out a book.
 - 3. Only sold 40 tickets for luncheon, house tour sales slow hoping it picks up. If it doesn't pick up, will limit sales to 100 instead of 200. They also count on walk-ins.
 - 4. If anyone would like to volunteer as a hostess, please let them know.
 - 5. Calling All Quilters: make a quilt to fundraise
- D. Foundation:
 - 1. Energized meeting yesterday. Challenge grant going on, will visit lots of people, a few large indiv. donations. Very good for summer,

10. **TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Charlene – No report
 - 1. New LA.
 - 2. Charlene asked Marilyn to check with the Township and the Insurance company used by the library to find out about the Health Savings Accounts they use.
- B. Finance Committee: David Fletcher – excused
- C. Policy and Planning Committee: Jane Holland – No report
- D. Nomination and Election Committee: Hal Rourke
 - 1. Interested in Burke.
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
 - 1. Will designate time to meet with architects.
- F. Public Relations Committee: Andre Mento – no report
 - 1. Last night, letter brought up at Foundation. Letter will go out and another one month later. Get in every household regularly, explain who we are, what we do, where campaign stands.

11. **OLD BUSINESS**

12. **NEW BUSINESS**

- A. Marilyn has a resolution to present. At last directors' meeting. See attached resolution. LMX dues haven't increased in years, dues increased by \$25 per library. Marilyn thinks it's a good group and they support a lot of programming. Good community of professionals
- B. Library Forums: will host day and night forums to answer questions, give information, tell people where we stand, and ask people what they want for Cranbury residents. 10/2 at 7pm and 10/12 at 4pm at the library. At Nat'l night out, collected names of people who want to know more. Andre said it would be great to get into 1st mailing. Plan for Marilyn, Patty and Kirstie to host.

13. **CORRESPONDENCE**

- A. See Director's Report.

14. **OPEN DISCUSSION PERIOD**

- A. Hal saw program about getting people into libraries. Renting equipment in libraries - saws, hand drills, etc in Ann Arbor and other communities.
- B. Kirstie showed article about Little Libraries.

16. **ADJOURNMENT AT 8:24pm**

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