

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES  
October 10, 2013

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 - absent  
Ashish Awasthi, Trustee  
Andre Mento, Trustee - excused  
Charlene Vivian-Granville, Trustee - excused  
Kevin Fox, Chief School Administrator's Representative  
Jane Holland, Mayor's Representative  
Also present:  
Marilynn Mullen, Director  
Guest:  
Joseph Buonavolonta

**3. APPROVAL OF MINUTES**

September 12, 2013	Regular Meeting	<i>approved</i>
<i>motion: Hal</i>	<i>2nd: Ashish</i>	

**4. TREASURER'S REPORT FOR September, 2013:** David Fletcher

A. Action on Bills List *Approved*  
*motion: Dave* *2nd: Kevin*

B. Budget and Operating Status as of 10/13/13  
Net income is \$28,000 loss. Everything is on budget except programs. We haven't yet received 3<sup>rd</sup> quarter check from the township

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

-Staff meeting discussed applying for a grant from the state library. Staff put together 6 programs and filled in application. Affordable Health Care information was subject of meeting for profession staff. Information has been put up along with links for the public. Received money from Better world books: \$107 to library, \$68 went to Foundation. Kim Deal, NJ Board of Public Utilities will talk about third party energy suppliers on Nov. 18. 27 new library cards were issued in September.

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

Went to Back to School night. Need seven more grandpals. Ran a successful PSAT program. There will be an SAT program this weekend. She will start visiting the preschools to do storytimes. Star Wars program went really well.

7. **SYSTEMS ADMINISTRATOR'S REPORT:** Joann is working on brochures. Next week is Teen Read week. There will be a QR scavenger hunt. She is going again to Four Seasons

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

A. Review of "Annual Calendar of Events" for October - November Nominations-On-track-We have one opening and one candidate. Look at positions for next year. Personnel committee needs to draft director's contract. Attendance Report Performance reviews.

B. Look into Health Care to make it more affordable. Township does have a Health Care Savings Account Open Enrollment date--may be November

9. **REPRESENTATIVE'S REPORTS**

A. **Mayor's Representative:** Jane Holland – Township is discussing parking. Mayor is arranging for site survey of area for new library.

B. **Chief School Administrator:** Kevin Fox - First year for teacher evaluations to be effected by student growth objectives. Changing the NJASK to the Park Test. Some of the diagnostics are not ready but they are using it anyway. There is a new computer lab for the Park tests. School wants to do a complete community survey. School doesn't want teachers to teach to the test but they will lose funding if they don't do well on the tests. Schools are encouraged to go to a November election but there is a down side of politicizing school board elections. 3% of school districts don't do November elections. Common Core Standards coming in as mandated by the state. School library necessary for the new curriculum. New superintendent for PHS: Steve Cochrane. New library room at JW. New sidewalks in town will have a 'bumpout' improving traffic safety. The bridge project will be starting this fall. The school is taking the position that students would not cross the parking lot to get to the new library. They would exit at Schoolhouse Lane and walk along Main Street to Park Place. The US assistant from the Department of education was at PHS on Oct. 4.

C. **Friends:** Marilyn Mullen - Made \$800 on Cranbury Day. House Tour went well. Served boxed lunches from Teddy's. They made over \$1000. They are hoping to have other fundraisers. Quilting as well as making a craft and selling one. They also have a January sale at the Grounds for Sculpture.

D. **Foundation:** Kirstie Venanzi - Library Forum to talk about the new library on the 12th in the Gambino Room.

10. **TRUSTEE COMMITTEE REPORTS**

A. **Personnel Committee:** no report

B. **Finance Committee:** David Fletcher - Budget reflects state aid. Town valuations stabilized. Appropriation will be known this month.

C. **Policy and Planning Committee:** no report

D. **Nomination and Election Committee:** Hal Rourke Need another candidate. Need to discuss any interest in officer positions.

E. **Facilities Development Committee/Task Force:** Kirstie Venanzi – Facility Meeting with Mark Berkowsky. Sent out RFIQ. Deadline is the 21st. Site Survey is necessary before we can go before the planning board. Legal review will be necessary before we send out call for contractors. There have been questions about the trees recently planted across the parking lot interfering with where the new Library is going. It

won't. All three TC candidates support the new library and the parking lot might go in first.

F. **Public Relations Committee:** – No report

**11. OLD BUSINESS**

**12. NEW BUSINESS**

- A. Health Care Savings Account – Township has accounts supported by an outside company. Marilyn will get information.
- B. 2014 Library Calendar. Draft continues to show closed on Sunday and 8pm evenings. Vote tabled until next meeting when we have the 2014 appropriation.
- C. Township Committee Meeting - Next township meeting is the 10/28. We should ask about sewer, electricity and gas lines for the new library.

**13. CORRESPONDENCE**

- A. Literacy Program of NJ sent letter with their accomplishments.
- B. Thank you note from Lorraine Sedor for help with House Tour

**14. OPEN DISCUSSION PERIOD** Comment: Kudos to staff who helped foreign exchange student with tech need (Kevin Fox)

**15. ADJOURNMENT AT 9:00 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,  
*Jane Holland*