

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

**REGULAR MEETING MINUTES**

October 9, 2014 – 7:30pm  
Tom Gambino Room, Cranbury Public Library

1. **CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:30 pm**  
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 4, 2013, a notice for all scheduled 2014 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  
Richard Burke, Trustee - late  
Ashish Awasthi, Trustee - absent  
Andre Mento, Secretary - excused  
Chief School Administrator's Representative- Ash Hadap  
Jane Holland  
Jay Taylor – Township Committee  
**Also Present:**  
Marilynn Mullen, Director  
Wendy Borg  
Jennifer Diamond
  
3. **APPROVAL OF MINUTES**  
September 11, 2014 Regular Meeting  
Approved
  
4. **TREASURER'S REPORT FOR FEBRUARY 2014:**
  - A. Recommended action on Bills Lists for September 2014  
Motion: David                      2<sup>nd</sup>: Hal  
All others in favor.                  Approved.
    1. Balance sheet remains strong, \$750,000 assets
    2. All expense categories are within budget except audiovisual for play away views for children
  - B. Budget and Operating Status as of September 30, 2014
  
5. **DIRECTOR'S REPORT: Marilynn Mullen**
  - A. New library Q&A good attendance; architect did well
  - B. Grand Pals being organized for third year again by Anne Gordon; will begin in January; need one more regular and subs

- C. Baby Changing station – Dave Gallagher, head of Facilities at Cranbury School, is installing
- D. Cookbook club starting in October
- E. Movie Club starting in November
- F. Kids Knit Club starting soon
- G. Summer Challenge forms still coming in – 164 new supporters since June; 25 more needed to reach goal of 200.

6. **YOUTH AND OUTREACH SERVICES REPORT: Marilyn Mullen**

- A. "Towels for Owls" – partnering with kindergarten classes and Cranbury School Librarian Kelly Fusco
- B. Book Babies, Stay and Play, Second Saturday Story time, and Mega-tech Time continues
- C. Program on Impact of the Civil War on our area – Sept. 12
- D. Program – Tale of a Trail: The Reinhardt Preserve – Sept. 25
- E. Program – Keeping Brainerd Lake Clean – Rain Gardens – Oct. 4
- F. SLiC Informational Meeting – Oct. 8
- G. Teen Read Week – October 12-18 – "Turns Dreams into Reality" Career panel on October 14.
- H. Program – Paranormal – Oct. 20
- I. Cookbook Club – Oct. 21
- J. SLiC/Reading Buddies has begun. Joanne will be the new SLiC leader.
- K. Jan will read to BASC. Toddler Time growing in numbers.

7. **SYSTEMS ADMINISTRATOR'S REPORT: Marilyn Mullen**

- A. Joanne continues Four Season tech talks. Also writing a monthly technology article for the Cranbury Chronicle.
- B. Joanne attended the Library User Experience Virtual conference
- C. Joanne participated in webinar on technology tools for libraries.
- D. Mega Tech time with teens
- E. Staff lunch and learn
- F. Book-a-Librarian

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

- A. Review "Annual Calendar of Events" October and November
  - 1. October - Nomination and Election Committee – nominations for replacements. Personnel Committee issues Board of Director evaluation; Secretary submits quarterly attendance report
  - 2. November – Director salary reviewed
- B. Equalized valuation in Cranbury has decreased. Mr. Taylor explained this is because of the decreased value of the warehouses east of Route 130.

9. **REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: Jay Taylor
  - 1. Dam railings will be replaced in November. The road should be done by end of October.
- B. Chief School Administrator Representative: Ash Hadap
  - 1. 513 current students is an increase from 2013 school year.
  - 2. Snow removal service has been approved for the winter.
  - 3. School board elections have been moved to November. The budget does not need a vote because it will not increase by more than 2%.
- C. Foundation: Kirstie
  - 1. Q&A evening session was successful.
  - 2. Campaign committee will continue to solicit large donations.

10. **TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Hal Rourke and Jane Holland  
No report.
- B. Finance Committee: David Fletcher, Andre Mento, Kirstie Venanzi, Ashish Awasthi  
No report.
- C. Policy and Planning Committee: Jane Holland and Ashish Awasthi  
No report.
- D. Nomination and Election Committee: Hal Rourke, Andre Mento, Richard Burke
  - Jennifer Diamond is interested in being a Trustee.
- E. Special - Facilities Development Committee/Task Force: Kirstie Venanzi, Andre Mento, David Fletcher
  - The Facility Committee will meet to discuss giving the Architect the go-ahead for more detailed drawings.
- F. Public Relations Committee: Andre Mento, Hal Rourke and Richard Burke
  - 1. Mr. Burke suggested that Marilyn become visible in the community. She does attend Porchfest and speaks at community group meetings.
  - 2. Mr. Burke also suggested a free consultation by a technology expert for the website.

11. **OLD BUSINESS**

None

12. **NEW BUSINESS**

- A. 2015 Calendar – Marilyn created a draft of openings, closings and hours. Mrs. Holland suggested closing on Jewish holidays. Tabled until November meeting.
- B. NJLA Policy and Planning Forum – Marilyn summarized legislative initiatives. She noted that this year, taxpayers can donate to support libraries on their income tax forms.

- C. Trustee Institute - Richard attended this training and shared some of the Keynote speaker's advice on building a new library.
  - D. BOT meeting dates 2015 tabled.
13. **CORRESPONDENCE**
- A. The township clerk requested recommendations for open seats.
14. **OPEN DISCUSSION PERIOD**
- Discussion on fine fees and social media.
15. **ADJOURNMENT AT 8:54 pm**
- Motion: Dave                      2<sup>nd</sup>: Hal

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,

*Wendy W. Borg*