

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

November 13, 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 - excused
Ashish Awasthi, Trustee - late
Andre Mento, Secretary
Chief School Administrator's Representative- Ash Hadap
Jane Holland - absent
Jay Taylor – Township Committee - absent
Also Present:
Marilynn Mullen, Director
Wendy Borg

3. **APPROVAL OF MINUTES**
October 9, 2014 Regular Meeting
Approved

4. **TREASURER'S REPORT:**
 - A. Recommended action on Bills Lists for October 31, 2014
Motion: David 2nd: Hal
All others in favor. Approved.
 1. Balance sheet remains strong, \$17,000 better than budget
 2. End of year expenses coming due
 - B. Budget and Operating Status as of October 31, 2014

5. **DIRECTOR'S REPORT: Marilynn Mullen**
 - A. LMX Awards Banquet is Dec. 1.
 - B. Marilynn will attend Library Design Institute in Boston on Dec. 5
 - C. New Library update mailed out to every township tax payer; expense about \$1300; personal notes written by Foundation members on some letters; resident address database of 1,200 names created
 - D. Overheard in the library a comment about noise. Ashish requested a sign that invites patrons that feel they are being disturbed by another patron on a cell phone or are noisy in another way, to lodge their complaint to the Director.

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

- A. "Towels for Owls" was a big success with over 100 people; the goal for paper towels exceeded with many donations from Four Seasons residents.
 - B. Reading Buddies is a successful program.
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 going well. Meeting time increased to once a week.
 - E. Staff lunch and learn ongoing.
 - F. Book-a-Librarian – a few appointments have been made.
 - G. Teen Read Week was successful.
 - H. Cookbook Club had a good start.
8. **PRESIDENT'S REPORT: Kirstie Venanzi**
- A. Review "Annual Calendar of Events" November
 - 1. November – Interview members for board
 - 2. December – President review director contract; board vote on library staff pay; officer slate for ballot; letters for Board of Trustee replacements; plan retreat - tabled
 - B. Board of Trustees meeting calendar approved.
Motion: David Second: Andre All in favor. Approved.
9. **REPRESENTATIVE'S REPORTS**
- A. Mayor's Representative: Jay Taylor
No report.
 - B. Chief School Administrator Representative: Ash Hadap
School activities are proceeding as planned.
Discussion ensued about library/school security. Ashish noted that the door between the library and the school, although locked, is opened often and could be breached easily. The school front door has been secured from the outside, but this could be giving the community a false sense of security. He suggested a letter be written to the Township Committee stating that the Board is concerned that because the school and library are connected, the students' safety is not secure; the CPL would not want to be liable if anything happens, and finally ask for support for the new library from the town. Kirstie will draft the letter.
 - C. Foundation: Kirstie
 - 1. Kirstie will attend NJ 350th celebration on November 15 and talk about housing the historical records for the Cranbury Historical and Preservation Society
 - 2. Kirstie attended the Mayor's Meet and Greet at Teddy's and asked for more public support for new library – parking lot
 - 3. Michael Ferrante will be the campaign chair. Patty Thomsson has stepped down as director.
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
The search for new members continues.
 - E. Special - Facilities Development Committee/Task Force: Kirstie Venanzi, Andre Mento, David Fletcher
The architect will be asked to go ahead with the revised drawings.
Motion: David Second: Andre All in favor.
Approved.
 - F. Public Relations Committee: Andre Mento, Hal Rourke and Richard Burke
No report.
11. **OLD BUSINESS**
- A. 2015 Calendar – BOT meeting schedule and Library closing calendar and hours open approved.
12. **NEW BUSINESS**
- A. Budget – tabled until December
 - B. Architect
 - C. New board members, officers
 - D. December Board meeting date [may be](#) changed to 12/18. [Kirstie will send out survey.](#)
13. **CORRESPONDENCE**
- A. Letter from patron request for Cranbury Jazz
 - B. Literacy NJ letter detailing what they do in Middlesex County – tutoring, instruction, conversation groups
 - C. Anonymous letter with strange comments
14. **OPEN DISCUSSION PERIOD**
Discussion on the idea of a referendum, taxes. Hal suggested a group of donors outside of Trustees promote the new library.
15. **ADJOURNMENT AT 8:57 pm**
Motion: David 2nd: Hal All in favor. Approved.

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