

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES
November 14, 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 -
MariCris McDowell, Secretary
Ashish Awasthi, Trustee -
Andre Mento, Trustee
Charlene Vivian-Granville, Trustee
Kevin Fox, Chief School Administrator’s Representative - excused
Jane Holland, Mayor’s Representative –
Also Present:
Marilynn Mullen, Director
Jan Nash Murphy, Youth and Outreach Services Librarian –
Guests:
Richard Burke

3. **APPROVAL OF MINUTES**
October 10, 2013 Regular Meeting Approved as is
motion: Hal 2nd: Andre

4. **TREASURER’S REPORT FOR OCTOBER 2013:** David Fletcher
 - A. Action on Bills List *Approved*
 - B. Budget and Operating Status as of October 31, 2013
 1. Bills for October were reviewed with Marilynn. Balance sheet is very strong as usual. Income is \$28,000 under what we budgeted, which is a function of township holding onto funds that are due to us, which we will receive at end of year. Salary/wages/SS under due to personnel changes and paying less. Group insurance is under budget since Doug left and we are no longer paying for him. Rent under budget \$3000 because we set budget before rent was finalized. Essentially we are

break even as we are due monies from township. Dave recommends we pay bills.

Motion: Andre 2nd: Hal

5. **DIRECTOR'S REPORT:** Marilyn Mullen
 - A. Had full staff meeting. Reviewed tasks everyone are assigned and Joanne ran refreshers.
 - B. Worked on 2014 budget, 5% increase over last year, but still under 2012 appropriation.
 - C. Discussed Jan's situation. Brought up possibility of Jan borrowing PTO from other employees if needed and she would "pay" it back to other employees. Charlene said should be in minutes and we should make it a part of personnel policy. Dave thinks we should have a formal written policy and it needs to be managed. Marilyn will write something up and it could be included in policy. Ashish suggested Board needs to know circumstances for needing to borrow PTO, extenuating circumstances. Charlene said Jan could keep track of her time outside of library - reading emails at night, reading journal.
 - D. Upcoming events. Two people asked if they could hold classes for kids in computer programming - ex: writing code for video games.
 - E. Charlene - Does circ system have capability to email patrons that books are coming due? Marilyn said the system has a canned message for saying books overdue, but doesn't like it. Beth Anne used to call people, email addresses would be easier. Marilyn asked Beth Anne to write up a procedure and once a week generate report and work through list and call people re: overdue books.
 - F. LA Report - Kathy attended cataloging workshop to learn about RDA, new int'l cataloging standard. Counts as staff training.
 - G. Oct Stats were better. Circ up, but still low for year. Copies not low. Programs are doing well.

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

7. **SYSTEMS ADMINISTRATOR'S REPORT**
 - A. It's not simple to get postings on Channel 3. Joanne has had training and is waiting to get link to server from Comcast and she will post.

8. **PRESIDENT'S REPORT:** Kirstie Venanzi
 - A. Review of "Annual Calendar of Events" for November and December.
 - B. Need to start thinking about retreat for 2014.

9. **REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: Jane Holland -
 - 1. Mayor has been re-elected.
 - 2. Work on dam has started.
- B. Chief School Administrator Representative: Kevin Fox - excused
- C. Friends of the Cranbury Public Library: Marilyn Mullen
 - 1. See director's report.
 - 2. Passing out packets for quilting project.
 - 3. Friends looking for new members.
- D. Foundation: Kirstie
 - 1. Talking with Historical Society about partnering and asking them to contribute money for archive space.
 - 2. \$1,350,000 in savings, pledges and money in bank. Of that \$400,000 in bank. Have some very substantial donations coming in.

10. **TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Charlene
 - 1. Charlene sent out evaluation for Marilyn. Requesting closed session for next month. Setting up personnel meeting soon between Thanksgiving and next board meeting.
 - 2. Charlene needs some direction from Finance committee re: money and recommendations from Marilyn re: raises. Will want to address Marilyn's voluntary salary cut. Keeping hours as they are allows us some flexibility. Kirstie asked if anyone has mentioned change in hours and Marilyn said most people were not mentioning it. Marilyn thinks opening up 1/2 hr earlier would be better. Only a handful of people miss Sundays.
 - 3. Charlene's last meeting is December and we need someone to take over Personnel Committee.
- B. Finance Committee: David Fletcher
- C. Policy and Planning Committee: Jane Holland
 - 1. Packet contains second draft of social media policy which we are presenting for approval. Kirstie asked if content could be edited remotely? Marilyn said comments can't be posted unless approved.
motion: Dave 2nd: Charlene
- D. Nomination and Election Committee: Hal Rourke
 - 1. Richard Burke is prospective nominee. He gave brief background. He feels he's creative and good at promoting/pr, and he's in favor of new library. Has experience with building addition to school.

2. Jane considering becoming member of board. Will need to know who new mayor is. Heard Susan Goetz is up for it. Richard and Jane to step out so we can vote.
 3. Kirstie proposed hiring secretary or record meetings and have someone type minutes up later. All other township boards have paid secretary. Andre wondered if we would be up for criticism since we're in a capital campaign. Charlene asked if we could offer secretary position to staff. \$460 remaining in board expenses, not sure how much it would cost to pay for a secretary. Jane mentioned Dragonspeaking program, but you have to train it. Ashish will bring in his Mac to test it. If we have staff member take minutes, staff member would leave during closed session and board member would submit any important notes that need to be included in minutes. Marilynn to approach staff and see if anyone is interested. Charlene asked if using a staff person goes against any of our policies.
 4. Move to elect Richard Burke to CPL BOT.
 motion: Hal 2nd: Ashish
 abstaining: Charlene
 5. Move to elect Jane Holland to CPL BOT.
 motion: Hal 2nd: Charlene
 6. Suggestions for Mayor's rep: Kirstie thinks we should ask for someone from township committee, preferably the mayor.
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
1. Kirstie went to township committee meeting hoping to ask about having location officially moved to Park Place. Asked by mayor to ask in front of planning board 1st week of December. Mark Berkowsky said site survey work mostly done and cost won't be much.
 2. Looking at lots of proposals from architects. Will whittle down to 4 firms and will meet with them.
- F. Public Relations Committee: Andre Mento – no report

11. **OLD BUSINESS**

- A. Jan

12. **NEW BUSINESS**

- A. Healthcare savings account: Marilynn has contact person. Marilynn went through numbers for her own insurance. Looking at both plans, and it's just about break even. Good information for next year. Only Marilynn and Jan get health insurance. Nobody in Township participates in it as far as Marilynn knows. Need to look into this in August to make a decision.

- B. 2014 Calendar and holidays.
motion: Andre 2nd: Ashish
- C. BOT Meeting Dates
motion: Jane 2nd: Ashish
- D. Ashish proposed picking a month for staff appreciation day and include in calendar.

13. **CORRESPONDENCE**

- A. See Director's Report.
- B. Save the Date NJ Library Trustee Institute/NJLTA/NJLA 9th Trustee Institute Sat, 9/13/14 Sheraton Eatontown 8:30am-4pm.

14. **OPEN DISCUSSION PERIOD**

- A. Charlene said next month's meeting is December 12th which is chorus concert. Kirstie will email new date for December meeting.
- B. Dave says we keep talking about need for PR. Do we want budget committee to allot an amount in budget? Andre said to suggest to Foundation to budget some PR and we could have enough money pooling resources from Foundation, Friends and Library. We can use Nextreads to do eblast. Discuss what message is and our needs, then we can determine budget needed for PR. Dave said we need measurable objectives and then we can develop plan. Marilyn said maybe we should plan in January what we want to do for Cranbury Day. Jane said we should also take advantage of the Craft Show. Dave said maybe we could think of making PR the focus of retreat and maybe have professional PR person come. Kirstie will explore that avenue.

15. **CLOSED SESSION** – None

16. **ADJOURNMENT AT 9:16 pm**

motion: Kirstie 2nd: 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,

MariCris McDowell