BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY

REGULAR MEETING MINUTES
December 18, 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: November 21, 2014, a notice for this meeting 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
Ashish Awasthi, Trustee – late
Andre Mento, Secretary - excused
Ash Hadap, Chief School Administrator's Representative - excused
Jane Holland
Jay Taylor – Township Committee - excused
Also Present:
Marilynn Mullen, Director
Wendy Borg, Recording Secretary
Lorraine Sedor

3. **APPROVAL OF MINUTES**
November 13, 2014 Regular Meeting
Approved

4. **TREASURER'S REPORT:**
A. Recommended action on Bills Lists for November 30, 2014
Motion: Hal 2nd: Jane
All others in favor. Approved.

B. Budget and Operating Status as of November 30, 2014

5. **DIRECTOR'S REPORT: Marilynn Mullen**
A. Programming purchases being made now – a cart for materials.
B. Marilynn attended LMX Awards Banquet is Dec. 1. – Doug Baldwin received Librarian of the Year Award
C. Marilynn attended Library Journal Design Institute in Boston on Dec. 5 – received many ideas to share with Facilities Committee
D. Staff security meeting with police – training went well; staff made a plan; drill with school went well; media room needs lock
E. Marilynn working with Foundation; many checks coming in
F. Stats – overall patrons down; children's' program attendance up

G. Rick suggested information, including a piece about the new library and the Foundation, be given to new library card owners; Marilynn said a bookmark of current programs and a brochure about the library is handed out now.

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

A. Jan continues story time.

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

A. Hour of Code – Claudette Guy

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

A. Review "Annual Calendar of Events" December

1. December – President review director contract; board vote on library staff increases; officer slate for ballot; letters for Board of Trustee nomination process; plan retreat

2. Nominations for Andre as VP; Kirstie as President; David as Secretary/Treasurer

3. Hal and Ashish ending their terms tonight; two spots open; Hal congratulated and thanked for 10-year service

4. Lorraine interested in a board trustee position

5. Secretary will submit attendance record for quarter

9. **REPRESENTATIVE'S REPORTS**

A. Mayor's Representative: Jay Taylor
No report.

B. Chief School Administrator Representative: Ash Hadap
No report.

C. Foundation: Kirstie

1. Kirstie reported that the Foundation is pushing to complete the fundraising in 2015.

2. If most of the money is donated, there will not have to be a bid process.

3. Michael Ferrante will be campaign chair.

4. Strategic Plan revision in 2015.

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

1. Proposed budget for 2015 introduced. Small positive net shown. New recommendations – Closing Saturday at 4:00 p.m.; no salary increases for staff; no digitization this year; increase in fines. Also proposed is a request to Township Committee for more money in appropriations.

2. School rent decreasing by $900 next year. No professional dues for staff next year. Any database with charges has been dropped. Programming has been cut. Marilynn said materials cost is at a bare miniumum.

Budget adopted:
Motion: David Second: Ashish

All in favor. Motion carried.

C. Policy and Planning Committee: Jane Holland and Ashish Awasthi
No report.

D. Nomination and Election Committee: Hal Rourke, Andre Mento, Richard Burke

E. Special - Facilities Development Committee/Task Force: Kirstie Venanzi, Andre Mento, David Fletcher
1. Met with the architect. Requests his fee is increased by $18,000 because the building footprint has increased and more architectural and engineering services will be needed.
2. Facilities Committee proposed the increase be approved.
Motion: Hal Second: David
All in favor. Motion carried.

F. Special - Public Relations Committee: Andre Mento, Hal Rourke and Richard Burke
Richard suggested a bigger social media campaign for the Foundation. Marilynn has spoken with his contact.

11. **OLD BUSINESS**

12. **NEW BUSINESS**
A. Budget
B. Architect
C. New board members, officers

13. **CORRESPONDENCE**
A. $49,800 rent of school for 2015 - lower because of decreasing utility costs

14. **OPEN DISCUSSION PERIOD**
In reference to last month's discussion about school/library safety and a request to write a formal letter to the township, Kirstie reported she would prefer to continue to speak with the School Board and the Township Committee going forward.

15. **ADJOURNMENT AT 8:40 pm**
Motion: Kirstie 2nd: Ashish
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