

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

**REGULAR MEETING MINUTES
December 5, 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 -
Jane Holland, Mayor's Representative –
Also Present:
Marilynn Mullen, Director
Jan Nash Murphy, Youth and Outreach Services Librarian –
Guest, Richard Burke
3. APPROVAL OF MINUTES
November 14, 2013 Regular Meeting Approved as is
motion: David 2nd: Andre abstention: Kevin
4. TREASURER'S REPORT FOR NOVEMBER 2013: David Fletcher
 - A. Action on Bills List Approved
 - B. Budget and Operating Status as of November 30, 2013: very strong. Statement of revenue. Negative over \$2000, but keep in mind twp holds a substantial amt of our appropriation and we will receive at end of year
 1. David recommends paying bills.
Motion: Hal 2nd: Ashish
5. DIRECTOR'S REPORT: Marilynn Mullen
 - A. Met with finance committee re: budget.
 - B. Staff planning meeting to discuss programs into new year. Excited about computer/tech programs. Jan has started 2nd Saturday stories. Started Make 1 Donate 1: holiday card
 - C. GrandPals ready to roll. Meet with teachers Monday to assign adults to kids. Orientation Jan 6, first session after that.
 - D. Working on staff evaluations to be done by end of this month.
 - E. Beth Anne's report, see packet. 142 new cards issued this year. Marilynn is pleased with this.
 - F. Videos really went down, CD's going up. Circ is down less than it appears on statistics, only about 500. Kirstie asked about ebooks being included in numbers and they are in adult books numbers. Ashish wondered why less kids are in library and Marilynn said less classes are coming in due to trimester re: specials. Ashish says we should report this to school. Kevin has expressed this to BOE,

but feels it would help if this view would come from an additional source. Board discussed how we could get students into library more. Jane mentioned they are scheduling two author visits/book clubs and are looking to get the kids into library. Kevin said going to library is habit, if we could schedule library time in a more fluid way; it's doable, otherwise too hard since kids are so over-scheduled. Kirstie and Marilyn will make an appt with Dr. Genco to discuss this and revisit what this space will become when CPL vacates space.

6. YOUTH AND OUTREACH SERVICES REPORT: Jan Murphy
 - A. See Jan's report.
 - B. Come up with programs that don't cost anything: come in to make rainbow Loom bracelets
 - C. Cameo Cutter: JoAnne to thank. Experimenting with it to have cut outs for kids to use. Can make letters - NJ 350 and will cut out 350 NJ silhouettes. We have on loan from Middlesex Library for one month. JoAnn to keep an eye on sales in hopes of purchasing one for CPL.
 - D. Will get circuit boards for a month for teen tech month and a button maker for a month. Tools that we can have in our small library.
 - E. Jan said 562 views on Tumblebooks; maybe that should be counted in circ. # has gone way up.

7. SYSTEMS ADMINISTRATOR'S REPORT
 - A. .

8. PRESIDENT'S REPORT: Kirstie Venanzi
 - A. Review of "Annual Calendar of Events" for December and January.
 - B. Retreat: will send out survey to set date.
 - C. Kirstie asked Marilyn to ask staff when staff appreciation

9. REPRESENTATIVE'S REPORTS
 - A. Mayor's Representative: Jane Holland -
 1. Mayor met with assisted living committee. Jane had asked him about new mayor and change in her position and he didn't have a response.
 - B. Chief School Administrator Representative: Kevin Fox -
 1. Starting go through budget, deadline may be pushed later since we're moving to a November vote instead of April. Less than 300 people voted last election, but will save some money. Board divided on that. Board member elections will also move to November.
 2. Maternity leaves, personnel changes
 - C. Friends of the Cranbury Public Library: Marilyn Mullen
 1. Kirstie and Marilyn couldn't attend.
 2. Lorraine sent update. Lots of people helping with quilts.
 - D. Foundation: Kirstie
 1. Received very large donation from Historical Society. Will partner with us and have their records stored in our special archival room. Have to develop agreement as they are depositing their pieces with us. Donation out us over 1.4 mill mark
 2. Teddy has agreed to a restaurant night and have agreed to share profits on a Monday night. Will approach other restaurants.
 3. Have identified businesses we want to work with, but need to approach.
 4. Have a PSEG contact that will make an introduction
 5. Have many appointments scheduled
 6. Dave said Architects willing to speak with groups to generate excitement to help with fundraising.
 7. Marilyn said we should do a news article on Historical Society giving money for archival room.

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Charlene
 - 1. Will cover most in closed session.
 - 2. Charlene said this is her last meeting and someone needs to take over.
- B. Finance Committee: David Fletcher
 - 1. Significant factors #1: receiving \$27,000 more appropriation after last yrs cut. \$287,500 plugged in for salary, a large part of budget. Included \$5,000 for publicity without a plan, hard to come up with figure but wanted to allot. Catch up in the books section, from \$40,000 to \$43,600. Have not entertained opening Sunday, based on feedback from last meeting, not enough interest from community and costs \$13,000 for rent and salary.
- C. Policy and Planning Committee: Jane Holland
 - 1. No report.
- D. Nomination and Election Committee: Hal Rourke
 - 1. Hal said to consider officers.
 - 2. Kirstie Pres, Hal VP, Dave Treasurer. Need to consider secretary. Marilyn did ask staff members, only person who might be interested has a conflict. Marilyn knows people who take minutes in town hall for separate committees, but they would need to be paid.
 - 3. Ashish tested recording program and it's very hard. Someone would still have to pay attention to computer. Dave asked do the by-laws call for a secretary. Secretary does a lot of signing. Kirstie asked Marilyn to find out how much Wendy Borg charges.
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
 - 1. Met with the architects. 4 met criteria of experience, understand community, liked their letters. Very excited candidates and gave their vision. Will meet again and narrow choices down.
 - 2. Mayor was present and told Marilyn it was interesting and wants to look at figures.
 - 3. Planning board next Thursday. Mark Berkowsky and Marilyn and Kirstie will go and will officially request change in location.
- F. Public Relations Committee: Andre Mento – no report

11. OLD BUSINESS

12. NEW BUSINESS

13. CORRESPONDENCE

- A. See Director's Report.

14. OPEN DISCUSSION PERIOD

- A. Dave thinks Marilyn should be present for staff compensation.

15. CLOSED SESSION – BE IT RESOLVED that the Board of Trustees of the Cranbury Public Library meets in Closed Session to discuss employee compensation; BE IT FURTHER RESOLVED that the subjects discussed in Closed Session shall be made available to the public at such time as the need for confidentiality no longer exists.

IN – 8:32 pm

Motion: Charlene Second: Hal;

OUT: Charlene, Ashish 9:50pm

Votes:

-Charlene moves that the board has set a budget \$284,500 for salary and wages for the 2014 fiscal yr with a 3% increase for Marilyn's salary which ends up equaling \$76,384.80

motion: Charlene 2nd: Dave

-Charlene moves that the current PTO policy of employees working an average of 24 hrs a week to earn PTO stand until further investigation by the board

2nd: Dave

-Dave recommends to approve budget with change in salary and bottom line decreased to \$393,166, total net operating from \$4,046 to \$7,046

2nd: Jane

16. ADJOURNMENT AT 9:55 pm

motion: Andre 2nd: Kirstie

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