

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

February 12, 2015 – 7:30pm
Tom Gambino Room, Cranbury Public Library

1. **CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:40 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 2, 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
Andre Mento, Vice-President
David Fletcher, Secretary/Treasurer
Richard Burke, Trustee
Ash Hadap, Chief School Administrator’s Representative
Jane Holland, Trustee
David Cook, Township Committee – absent
Lorraine Sedor Trustee
Also Present:
Marilynn Mullen, Director
Wendy Borg, Recording Secretary - excused

3. **APPROVAL OF MINUTES**
January 8, 2015 Regular Meeting
Motion: David 2nd: Ash
All were in favor. Approved.

4. **TREASURER’S REPORT:**
 - A. Recommended action on Bills Lists for January 31, 2015
Motion: David 2nd: Kirstie
All were in favor. Approved.
 - B. Budget and Operating Status as of January 31, 2015
 1. Strong Balance sheet. Overall expenditures to date are under budget.
 2. NOTE: Township appropriation is shown as a monthly item however township under funds in the 1st quarter and pays balance in April (therefore shows as CPL over budget, which is inaccurate.)

5. **DIRECTOR’S REPORT:**
 - A. Marilynn attended the LMx Directors meeting where it was decided to that Hillside PL does not meet the requirements of

the MURAL open borrowing agreement and will be removed from the consortium. Hillside, due to a flood in the building, no longer meets the definition of a library in good standing. Their residents have been using surrounding community libraries. A letter to the Hillside mayor was to be sent advising services would no longer be provided effective March 1.

B. Marilynn attended the Township Committee budget meeting on February 7 with Kirstie and Dave to request an increase in \$16,700 in township appropriations.

C. Marilynn prepared the 2014 Transfer Calculation Form, Technology Plan, Capital Plan and Income and Expenditure Analysis to submit to the township.

D. Staff Planning Meeting – Spring programs are being planned; summer reading events were brainstormed.

E. Adult fiction section has been weeded.

F. Heard at the Library – Two college students left because there was nowhere for them to sit and study.

G. Snow closings – Tuesdays Jan. 27 and Feb. 10. Early closings – Mondays, Jan. 26 and Feb. 2 and Feb. 9.

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

7. **SYSTEMS ADMINISTRATOR’S REPORT:**

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

- A. Review “Annual Calendar of Events” December
1. February – Board retreat - Friday, Feb. 27 at 6:00 pm. Strategic plan due.
 2. March – Annual report to state library due. Marilynn and BethAnne are working on it. Marilynn in contact with auditor to begin annual audit.
 3. April – Financial disclosure reports by CPL trustees due.

B. Township Committee Budget Meeting
Kirstie, Dave and Marilynn attended this meeting on February 7. Dave and Marilynn left after the Committee reported that a decision would not be made that day. However, Kirstie remained and the Committee did vote on the budget request, denying the CPL’s request for an additional \$16,700. The vote was 2-3. Committee member Dan Mulligan left the meeting

- Dave Cook suggested as an addition.
- C. Policy and Planning Committee: Jane, Ash, and David
No report.
- D. Nomination and Election Committee: Andre and Richard
Dave Cook suggested as an addition.
- E. Special - Facilities Development Committee/Task Force: Kirstie, Andre, and David
Drawings for new building in progress.
- F. Special - Public Relations Committee: Andre, Richard, Lorraine
Viral/Word-of-mouth marketing discussed. Lorraine to circulate article to other members of the PR committee for discussion/recommendations at retreat.

11. **OLD BUSINESS**

Cranbury's circulation averages about 13 books per resident, lower than Princeton (18), but significantly higher than surrounding communities such as Plainsboro and Monroe.

12. **NEW BUSINESS** - None

13. **CORRESPONDENCE** - None

14. **CLOSED SESSION** - 9:02 p.m.

Motion: Andre	2 nd :	Ash
All were in favor.		Approved.

Prior to entering closed session, PTO was discussed with the Director:

The maximum carryover of paid time off is two years. As a result of policy changes, K. Lehr, J. Negin and E. Saullo should no longer accrue PTO. B. Kafasis and H. Bloom Leeds will be asked by Marilyn to start "spending down" their PTO. Marilyn also noted that funds are set aside annually to pay all accrued PTO, should any employee resign and require a payout.

15. **OPEN DISCUSSION PERIOD**

16. **ADJOURNMENT AT 9:21 pm**

Motion: Andre	2 nd :	David
All were 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