

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

May 8, 2014 – 7:30pm

Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:35pm

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 - excused
David Fletcher, Treasurer
Richard Burke, Trustee
Ashish Awasthi, Trustee – (7:45)
Andre Mento, Trustee
Kevin Fox, Chief School Administrator’s Representative - absent
Jane Holland - excused
Jay Taylor – Township Committee

Also Present:

Marilynn Mullen, Director
Wendy Borg

3. APPROVAL OF MINUTES

March 13, 2014 Regular Meeting

Approved as is:

Motion: David 2nd: Andre

April 10, 2014 Regular Meeting

Approved as is:

Motion: Kirstie 2nd: Andre

4. TREASURER’S REPORT FOR MARCH and APRIL 2014

A. Recommended action on Bills Lists for March 2014

Motion: David 2nd: Andre

Recommended action on Bills Lists for April 2014

Motion: David 2nd: Andre

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

1. Balance sheet remains strong. No liabilities.
2. Income and expenses are under budget. All expense items are under budget except for videos, which will be offset by book purchases.

5. DIRECTOR’S REPORT: Marilynn Mullen

- A. Marilynn is in contact with the auditor. He should be in this week.
- B. Financial disclosure statements were distributed to Board members.

- C. NJ Library Trustee Institute conference registration is available. The conference is in September.
 - D. High School Fiction sections have been widely received.
 - E. Children's circulation is up this year.
 - F. Next Monday is another Bites for Books fundraiser at Teddy's.
6. **YOUTH AND OUTREACH SERVICES REPORT: Marilynn Mullen**
- A. All April programs were successful. Attendance topped 100 at Thanks to You!
Story times during the week and on Saturday are doing well.
 - B. Mrs. Murphy has begun visiting CPNS again.
7. **SYSTEMS ADMINISTRATOR'S REPORT: Marilynn Mullen**
- A. Four Seasons talks are going well. Joann is also holding programs at the library.
 - B. Staff is exploring an online book group. They will read and comment on books and possibly open up to a wider group.
 - C. Joann handled bills when Marilynn was gone on vacation.
 - D. Joann and Jan went to a program to learn about new teen and children's literature.
8. **PRESIDENT'S REPORT: Kirstie Venanzi**
- A. Review of "Annual Calendar of Events" for May.
9. **REPRESENTATIVE'S REPORTS**
- A. Mayor's Representative: Jay Taylor
\$300,000 grant received for Phase III for the Downtown Beautification project for bricks on Park Place and the side of the street near Bagel Barn.
 - B. Chief School Administrator Representative: Kevin Fox
A new representative from the BOE will be named next month.
 - C. Foundation: Kirstie
 1. Party being planned for the end of the month for new residents to introduce them to the library project. Richard will create a report going back 15-20 months of new residents using the MLS.
 2. Over 200 families and businesses are in support of Foundation.
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
The audit process will begin soon.
 - C. Policy and Planning Committee: Jane Holland and Ashish Awasthi
No report.
 - D. Nomination and Election Committee: Hal Rourke, Andre Mento, and Richard Burke
No report.
 - E. Special - Facilities Development Committee/Task Force: Kirstie

- Venanzi, Andre Mento, David Fletcher
- F. Public Relations Committee: Andre Mento, Hal Rourke and Richard Burke
- 1.Meeting at Andre’s home Monday night for cold calling.

11. **OLD BUSINESS**

- A. Library Board orientation
1. Richard suggested a document for new members with brief descriptions of the committees could be helpful – an Executive Summary.
- B. Election of officer – Secretary – Andre Mento volunteered for the position.
- Approved
- Motion: Kirstie 2nd: Ashish
- C. Selection of committees
1. Jay Taylor will join the Personnel Committee.
2. An additional member needed for the Policy and Planning Committee.

12. **NEW BUSINESS**

- A. Drug Free Fair- Jane had requested the Foundation sell water at the fair. The Library may set up a reading area.
- B. Memorial Day Parade
1. Members may wear hats for the parade. Theme suggested is “Our Library wears many Hats!” All members are invited to participate in the parade.
2. Andre asked if the Library could assist with the Lions 50/50 tickets to fund the parade, which costs about \$4,000 to run.
- C. Marilyn reported a new policy for IPAD use by children, with a form being issued for borrowing.

13. **CORRESPONDENCE**

- A. Donation from Howard Zogott for the Foundation.
- B. Two thank you notes from Beth Anne Kafasis and Kathy Lehr for the staff Appreciation event.

14. **OPEN DISCUSSION** - No discussion.

15. **ADJOURNMENT AT 8:30 pm**

- Motion: David 2nd: Jay

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