

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

**REGULAR MEETING MINUTES**

June 11, 2015 – 7:30pm  
Tom Gambino Room, Cranbury Public Library

1. **CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:35 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 – (7:48)  
David Cook, Township Committee  
Lorraine Sedor, Trustee  
Ira Negin, Trustee  
**Also Present:**  
Marilynn Mullen, Director  
Wendy Borg, Recording Secretary
  
3. **OATH OF OFFICE**  
Ira Negin was welcomed and administered the Oath of Office as a Trustee.
  
4. **APPROVAL OF MINUTES**  
May 14, 2015 Regular Meeting  
Approved
  
5. **TREASURER’S REPORT:**
  - A. Recommended action on Bills Lists for May 31, 2015  
Motion: David F.                      2<sup>nd</sup>: Andre  
All were in favor.                      Approved.
  - B. Budget and Operating Status as of May 31, 2015
    1. Balance sheet remains strong with adequate cash. Overall expenditures to date are under budget by \$5,000. There is a lag in appropriations from the township.
    2. All expense categories are in line with budget except board expenses and administrative and executive expenses.

6. **DIRECTOR'S REPORT: Marilynn Mullen**

Notes included in folder.

  - A. Trustee Manuals and Finance Manual are now online at the library website.
  - B. Little Free Library is up and running on Brainerd Drive and will be placed moved around town this summer. A geocache may also be set up.
  - C. GrandPals is completing another successful year and will be thanked at a reception on Monday, June 15.
  - D. New to-scale library plans by the architect were submitted for review.
  - E. The Foundation website is down because it had been hacked. There is now a link on the CPL page to the Foundation.
  - F. Comparative Statistics were presented from 1999-2014. Circulation per resident as compared to population is still high, but patronage is dropping. The drop in patronage could be due to completion of library construction in both Plainsboro and Monroe as well as the cut in library hours.
  - G. Summer reading is gearing up. Comfortable chairs will be set up for the children.
  - H. June 27 concert at the Presbyterian Church to benefit the new library – Francine Hannay
7. **YOUTH AND OUTREACH SERVICES REPORT:**
  - A. Summer Reading program, "Read Outside the Box" for the month of July. Focus on the library being a source for summer reading materials, and to re-educate people about the resources available to them.
  - B. Jan will lead a book discussion group.
  - C. Joanne will work on S.T.E.M. activities.
  - D. Back of library will be "Middle Ground," a space for tweens.
  - E. Francine Hannay – June 27 at Presbyterian Church fundraiser.
  - F. Continuing programs – story time, cookbook and book discussion groups.

Notes included in folder.
8. **SYSTEMS ADMINISTRATOR'S REPORT:**
  - A. Seven new staff computers.
  - B. Joanne working to clear up the hacking of the Foundation site.
  - C. TinkerCad 3-D drawing program presented; Lego Stop Motion Movie Making presented again due to demand; Social Media tips for parents program.
  - D. Continuing – Four Seasons teach talk, Cranbury Chronicle articles and Cookbook club.

Notes included in folder.
9. **PRESIDENT'S REPORT: Kirstie Venanzi**

- A. Calendar – auditor to file annual report in July; quarterly attendance due; review by laws.

10. **REPRESENTATIVE’S REPORTS**

- A. Mayor’s Representative: David Cook
  - 1. Hagerty/Cheney property development meetings are on going; Cranbury will appear before COAH judge with future plans and the township’s affordable housing percentage is good at about 10%; Brainerd Lake remediation will begin soon; two farms totally 100 acres will go into farmland preservation soon; two more utility poles with lights will be installed at the bridge.
- B. Chief School Administrator Representative: Ash Hadap
  - 1. BOE will stay proactive with the COAH proceedings.
  - 2. Ash met with Dr. Genco about an incident at the library. A live ammunition cartridge was left on a librarian’s chair over a weekend. The cameras were reviewed and re-positioned because of a block in the view.
  - 3. A new school administrator, Nick Bice, has been hired. Joyce Picariello is retiring at the end of June.
- C. Foundation: Kirstie
  - 1. Foundation has been very busy talking to people to obtain the final monies.
  - 2. Art auction in September. Neighborhood challenges are in the works.

11. **TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Lorraine, Kirstie, Andre  
No report.
- B. Finance Committee: David, Andre, Ira  
See notes above.
- C. Policy and Planning Committee: Ash, Kirstie, Ira  
No report.
- D. Nomination and Election Committee: Andre and Richard  
No report.
- E. Special - Facilities Development Committee/Task Force: Kirstie, Andre, and David
  - 1. Next meeting at the architect’s office will be to discuss details such as flooring.
  - 2. Richard suggested the committee consider vibrant colors and whiteboards in planning.
- F. Special - Public Relations Committee: Andre, Richard, Lorraine  
Committee will meet soon for breakfast to discuss ideas.

12. **OLD BUSINESS**

Open Board of Trustees positions – One position open.  
Position is listed on the township website.

13. **NEW BUSINESS**

- A. New security cameras have been installed. One is in the classroom, and one is above the Children’s Librarian and Technology Librarian’s desk and focused on the main entrance door. The feeds are on view in the school. The cameras at the school are recording and are used if anything is questioned.
- B. The cameras were not to be live until the public library moved out. An incident in the library over the weekend of May 16 prompted further investigation of camera usage. A suspicious object had been placed on a librarian’s chair. Marilyn then contacted the library’s lawyer for information on patron confidentiality with security cameras in libraries. She noted the library is compliant with the cameras and not breaking confidentiality of library patrons. Video footage shows the resolution is not good enough to distinguish writing, titles or computer screen information.
- C. The school policy was distributed. Marilyn would like to see some changes in the policy – how long records are kept; who has access to view the film; if there is an incident in the library, that the library staff is involved in the review. She also suggested signs be posted in the library noting the video surveillance, and that the trustees write a policy.
- D. Ash will take the suggestions back to Dr. Genco. He noted he is glad that the two boards can work together on this, and that there needs to be a balance between patron privacy and safety.
- E. Kirstie noted that a recent incident indicates the need for the library to be re-located outside of the school.

14. **CORRESPONDENCE** - None

15. **OPEN DISCUSSION PERIOD**

Lorraine reported that Mayor Taylor is pursuing the re-introduction of the “Around Cranbury” column in the Cranbury Press.

16. **ADJOURNMENT AT 8:55 p.m.**

Motion:	Kirstie	2 <sup>nd</sup> :	Andre
	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*