

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

June 12, 2014 – 7:30pm
Tom Gambino Room, Cranbury Public Library

1. **CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:31 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 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
David Fletcher, Treasurer
Richard Burke, Trustee – (7:45)
Ashish Awasthi, Trustee – (7:37)
Andre Mento, Trustee
Chief School Administrator’s Representative – not named
Jane Holland - absent
Jay Taylor – Township Committee - excused
Also Present:
Marilynn Mullen, Director
Wendy Borg

3. **APPROVAL OF MINUTES**
May 8, 2014 Regular Meeting
Approved as is.

4. **TREASURER’S REPORT FOR May 2014:**
 - A. Recommended action on Bills Lists for May 2014
Motion: Andre 2nd: Ashish
All in favor.
 - B. Budget and Operating Status as of May 31, 2014
 1. The balance sheet is strong. Expenses are under budget. Township payments will hit the end of June as a quarterly payment and then all lines will net.

5. **DIRECTOR’S REPORT: Marilynn Mullen**
 - A. Executive Summary of the Trustee Manual was distributed. Mrs. Mullen edited the manual to be more readable.
 - B. Mrs. Mullen met with Dr. Genco and Police Chief Varga. A new school phone system will enable the library and the school to have a direct line to each other. Mrs. Mullen assured the school

administrators that the library staff does not open the library/school access door for anyone. They discussed the school lockdown procedures. Chief Varga told Mrs. Mullen to call the police for assistance if there are any concerns with children after school.

- C. The library participated in the Drug Free Fair and the Memorial Day Parade.
 - D. Marilyn took PTO in June and will be off July 3 and 6.
 - E. Jane will present a program on World War I.
6. **YOUTH AND OUTREACH SERVICES REPORT: Marilyn Mullen**
- A. New Jersey and the Cinema program went well.
 - B. Toddler Time is very well attended.
 - C. Jan will be visiting Cranbury School classrooms to talk about the Summer Reading program. The large geo ball in the library is garnering enthusiasm.
 - D. Summer Reading Kick-off will be the Sciencetelling program.
 - E. Jan continues successful story times at CPNS.
7. **SYSTEMS ADMINISTRATOR'S REPORT: Marilyn Mullen**
- A. Joanne is working on a new technology plan and iPad policy. Marilyn would like to meet with the Policy committee.
 - B. Marilyn suggested the library purchase a Chrome Book.
 - C. Joanne is continuing her Four Seasons Tech Talks.
 - D. A virtual Good Reads Book Chat has begun.
 - E. The high school collection circulation is up by 50%.
 - F. Joanne attended Facebook for Libraries for continuing education.
 - G. Jan and Joanne attended Book Expo America.
8. **PRESIDENT'S REPORT: Kirstie Venanzi**
- A. Review of "Annual Calendar of Events" for June and July
 - 1. June - Director to submit Progress again Library Annual Goals
 - 2. July -
 - a. Review Trustee manual (bylaws), Finance, Personnel Manuals, Code for Committees and Library Policies for recommended changes.
 - b. Finance Committee to review Annual Audit Report for findings and recommendations if any, and advise. - completed
 - c. Auditor to file Annual Audit Report with Township Clerk, BOT President and Township CFO. - completed
 - d. Board Secretary to submit attendance record for CPL Board.
 - B. Kirstie attended the NJLA. She brought notes on policies. She attended a discussion on "What Are Libraries?"
9. **REPRESENTATIVES' REPORTS**
- A. Mayor's Representative: Jay Taylor
No report.
 - B. Chief School Administrator Representative: No report.

- C. Friends of the Cranbury Public Library: Marilyn Mullen
 - 1. The museum passes have been renewed.
 - 2. The quilting program continues.
- D. Foundation: Kirstie
 - 1. At the recent meeting, the Foundation talked about more ideas for fundraising. The donations now total almost \$1.5 million.
 Beth Anne Kafasis may donate towards a fireplace in memory of her late husband, who was a staunch supporter of the library.

10. **TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Hal Rourke and Jane Holland
 - 1. Mr. Rourke suggested seek some younger members for the Board for new, fresh ideas, and for their vision on the library's future.
- B. Finance Committee: David Fletcher, Andre Mento, Kirstie Venanzi, Ashish Awasthi

No report.
- 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
 - 1. The Committee met with the architect to further hone the plans. The architect will display boards of the proposed library at a public meeting.
- F. Public Relations Committee: Andre Mento, Hal Rourke and Richard Burke
 - 1. Andre suggested a tri-fold brochure made of the plans for distribution.
 - 2. Richard suggested brunch meetings to invite and talk to the public about the plans.
 - 3. Richard submitted a real estate report detailing the new residents to town in the past three years.

11. **OLD BUSINESS**

None.

12. **NEW BUSINESS**

- A. Gerard Stankiewicz – 2013 Audit
 - 1. "Unmodified opinion" – cash work in agreement; deposits done properly. Payroll paid properly; bills verified; expenditures done properly. Everything was in compliance and had proper documentation. No recommendations.

