

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

July 10, 2014 – 7:30pm

Tom Gambino Room, Cranbury Public Library

1. **CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:36 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 - excused
Richard Burke, Trustee
Ashish Awasthi, Trustee –excused
Andre Mento, Trustee - excused
Chief School Administrator’s Representative- not named
Jane Holland
Jay Taylor – Township Committee
Also Present:
Marilynn Mullen, Director
Wendy Borg

3. **APPROVAL OF MINUTES**
June 12, 2014 Regular Meeting
Approved as is.

4. **TREASURER’S REPORT FOR FEBRUARY 2014:**
 - A. Recommended action on Bills Lists for June 2014
Motion: Hal 2nd: Jay
All were in favor.
 - B. Budget and Operating Status as of June 30, 2014
 1. Printing is way over budget. Strong balance sheet.
 2. Waiting for Township check for the second quarter.

5. **DIRECTOR’S REPORT: Marilynn Mullen**
 - A. Mrs. Mullen commended Mrs. Holland on the program she presented with Lorraine Sedor on World War I. The program was well attended.
 - B. Mrs. Holland reviewed the iPad policy.
 - C. Barnes and Noble Foundation fundraiser Bookfair on Saturday, July 26. Mrs. Mullen would like other volunteer readers.
 - D. Community Read-In on Wed. July 30 in the grassy area where the new library is sited. Chairs, tables, and the children’s’ rug will be set up to show where the rooms will be. Ice cream will be sold with the Lions ice cream cart.
Notices are up on the library website, the township Channel 26 and the library’s Facebook’s page.

- E. Book chat set up on Goodreads. A class will be given titled Introduction to Goodreads.
 - F. Rug cleaning dates – August 21 and 22.
 - G. Foundation is in the midst of a summer challenge. Donations are being solicited at the Post Office and Teddy's. Goal is a total of 400 donor families by the end of summer. Over 200 had donated before the summer. 43 have donated so far since the first day of summer.
 - H. Heard at the Library – Jeff Grundy – “The service you provide is wonderful – fabulous!”
 - I. Mrs. Mullen sent out “Progress to Goals” to the Board for review.
6. **YOUTH AND OUTREACH SERVICES REPORT: Marilyn Mullen**
- A. Juvenile books are way up. Adult is slightly down.
 - B. The Petting Zoo was popular. Summer Reading program is going well.
 - C. Food donations for Skeet's pantry have been included in the Summer Reading program.
 - D. Second Saturday Story Time is on hiatus for the summer. Toddler Stay and Play is still doing very well.
 - E. The series fiction in YA is being labeled.
7. **SYSTEMS ADMINISTRATOR'S REPORT: Marilyn Mullen**
- A. Joanne did a whole series on Google. Good response for program for Recipes on Evernote.
 - B. Joanne continues to do daily updates on the webpage, Facebook, Tumblr.
 - C. Appy Hour with iPad Apps – August 7
8. **PRESIDENT'S REPORT: Kirstie Venanzi**
- A. Kirstie shared some information about e-readers. Only 28% of The population have read using an e-reader, and 4% use e-readers only.
 - B. Audit is complete. Policies can be reviewed. Board Secretary has submitted an attendance report.
 - C. Technology plan is ready to be reviewed.
 - D. For August – review Health Care plan. Decision made to not review.
9. **REPRESENTATIVE'S REPORTS**
- A. Mayor's Representative: Jay Taylor
 - 1. Dam repair is on target for completion in August/September.
 - 2. Initial third round COAH numbers are in and are high.
 - 3. Cable channel switched to 26 from 3.
 - 4. New retail parking is available in the Sweetwater lot.
 - 5. July 5th fireworks had a record turnout.
 - B. Chief School Administrator Representative: none
No update from the school.
 - C. Friends of the Cranbury Public Library: Marilyn Mullen
No report.
 - D. Foundation: Kirstie
 - 1. Summer Challenge underway.
 - 2. Members will be at the Read-In on July 30.

3. Mrs. Mullen distributed conceptual design drawings of the future library.
4. Facilities committee is due to meet with the architects.
5. Just under \$1.5 million has been donated for the new library.

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
No report.
- C. Policy and Planning Committee: Jane Holland and Ashish Awasthi
 1. A draft of the iPad Policy was reviewed by Mrs. Holland. The Board approved the revised policy as amended to include the definition of "jailbreak."
Motion: Jane 2nd: Hal
All were in favor.
 2. Mrs. Mullen will forward the revised technology plan to Mrs. Holland.
- D. Nomination and Election Committee: Hal Rourke, Andre Mento, Richard Burke
 1. There may be one or two open seats soon and new members are needed.
- E. Special - Facilities Development Committee/Task Force: Kirstie Venanzi, Andre Mento, David Fletcher
Meeting soon.
- F. Public Relations Committee: Andre Mento, Hal Rourke and Richard Burke
 1. An ad will be put on the Teddy's restaurant placemats.
 2. Meeting with Doug Harris, a PR professional, to be planned.

11. **OLD BUSINESS**

None

12. **NEW BUSINESS**

None

13. **CORRESPONDENCE**

None

14. **OPEN DISCUSSION PERIOD**

Discussion about the configuration of the planned lobby vestibule area for new library.

15. **ADJOURNMENT AT 8:40 pm**

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