

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

August 14, 2014 – 7:30pm
Tom Gambino Room, Cranbury Public Library

1. **CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:32 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 - excused
David Fletcher, Treasurer - excused
Richard Burke, Trustee - excused
Ashish Awasthi, Trustee - absent
Andre Mento, Secretary
Chief School Administrator's Representative- not named
Jane Holland
Jay Taylor – Township Committee
Also Present:
Marilynn Mullen, Director
Wendy Borg

Quorum was not present; business portions of the meeting were tabled.

3. **APPROVAL OF MINUTES**
July 2014 Regular Meeting
July 28, 2014 Special Meeting
TABLED

4. **TREASURER'S REPORT FOR FEBRUARY 2014:**
A. Recommended action on Bills Lists for July 2014
Motion: 2nd:
TABLED
B. Budget and Operating Status as of July 31, 2014
1. Marilynn will pay bills.

5. **DIRECTOR'S REPORT: Marilynn Mullen**
A. Technology Plan sent to Jane for review.
B. IPAD policy
C. Barnes and Noble Bookfair netted \$190.25. Not a successful as they had hoped.

- D. Defibrillator is beeping; needs a new battery and pads; Marilyn would like to have the staff trained. Board members agreed.
 - E. Fall theme – “Right in Your Own Backyard”
 - F. “Towels for Owls” – paper towels needed so owl program can visit.
 - G. Mega tech time – coding class in media room. Joanne will supervise one hour a month.
 - H. Community Read-In – attended by 21 people - they enjoyed reading outside on site of future library
6. **YOUTH AND OUTREACH SERVICES REPORT: Marilyn Mullen**
- A. Summer reading continues until end of August.
 - B. Stay and Play, and Second Saturday Story time continues
 - C. Baby Time will begin in September.
7. **SYSTEMS ADMINISTRATOR’S REPORT: Marilyn Mullen**
- A. Joanne continues Four Season tech talks.
 - B. New printer/fax machine purchased.
 - C. Purchase Chrome book?
8. **PRESIDENT’S REPORT: Kirstie Venanzi**
- A. Review “Annual Calendar of Events” August, September
 - 1. August – nothing listed
 - 2. September – review attorney contract; audit contract done
 - B. Board approved showing the drawings to the Township Committee, with the stipulation that it is presented as a “work in progress.”
 - C. WSJ article stating public library is still a better deal than Amazon.
9. **REPRESENTATIVE’S REPORTS**
- A. Mayor’s Representative: Jay Taylor
 - 1. The Township Committee enjoyed the Public Library presentation.
 - 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 is going well. Up to 320 donors.
Culmination is Cranbury Day.
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. Tech plan needs review.

D. Nomination and Election Committee: Hal Rourke, Andre Mento, Richard Burke

1. Board needs four replacements.

E. Special - Facilities Development Committee/Task Force: Kirstie Venanzi, Andre Mento, David Fletcher

1. This committee presented to the Township Committee.

F. Public Relations Committee: Andre Mento, Hal Rourke and Richard Burke

No report.

11. **OLD BUSINESS**

None

12. **NEW BUSINESS**

A. Security plan and "panic" alarm – School would like to put a direct line from Marilynn's office to the school main office

B. Cranbury Day – booth; neighborhood donor map; foundation members will be at table; discussion on balloons

C. Trustee Institute/Training - Rick

D. Donation box rededicated to foundation?

E. Set a date to present drawings to community – need date by Cranbury Day

F. Baby Changing table – staff looking into costs of installing one in lavatory

G. Printer activity – Discussion on a patron who prints over 200 copies a day and a potential policy regarding printing; ink budget high

13. **CORRESPONDENCE**

None

14. **OPEN DISCUSSION PERIOD**

15. **ADJOURNMENT AT 8:50 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