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; Marilynn 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: Marilynn 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: Marilynn 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: Marilynn 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