

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

September 11, 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
David Fletcher, Treasurer - excused
Richard Burke, Trustee
Ashish Awasthi, Trustee - late
Andre Mento, Secretary
Chief School Administrator's Representative- Ash Hadap - late
Jane Holland
Jay Taylor – Township Committee - excused
Also Present:
Marilynn Mullen, Director
Wendy Borg

3. **APPROVAL OF MINUTES**
July 10, 2014 Regular Meeting
July 28, 2014 Special Meeting
August 14, 2014 Regular Meeting
Approved.

4. **TREASURER'S REPORT FOR FEBRUARY 2014:**
 - A. Recommended action on Bills Lists for July and August 2014
Motion: Hal 2nd: Andre Approved.

 - B. Budget and Operating Status as of August 31, 2014

5. **DIRECTOR'S REPORT: Marilyn Mullen**
 - A. Technology Plan was reviewed by Jane Holland.
 - B. Cranbury Day – map of neighborhood donors displayed; some donations, some pledges; design well received; ice pops given out
 - C. Defibrillator – New battery and pad ordered and installed; Charlie Smith of First Aid contacted on training

- D. Tuesday September 30 – New Library Q&A in Large Group room; 750 people on CPL mailing list will be invited by postcard; architect will be present
- E. New School Year – Letter to parents included in first day folders
- F. Walkie talkie in Marilyn’s office to contact custodians or school office in case of emergency; no meeting set up with police about security yet
- G. Baby Station OKed by School Facilities Manager Dave Gallagher
- H. One Book New Jersey – on conjunction with NJ’s 350th birthday; Meet and Greet with authors of selected books at Monroe Township Library on Nov. 15, 10 a.m. – 1 p.m.
- I. Foundation Challenge needs 42 more donors to hit the 200 goal for Summer Challenge; 158 new supporters since June. \$1.83 million donated and pledged.
- J. Marilyn has applied to attend the Library Journal Design Institute at the Boston Public Library. Program is free.

6. **YOUTH AND OUTREACH SERVICES REPORT: Marilyn Mullen**

- A. “Towels for Owls” – partnering with kindergarten classes
- B. Book Babies, Stay and Play, Second Saturday Story time, and Mega-tech Time continues
- C. Program on Impact of the Civil War on our area – Sept. 12
- D. Program – Tale of a Trail: The Reinhardt Preserve – Sept. 25
- E. Program – Keeping Brainerd Lake Clean – Rain Gardens – Oct. 4
- F. SLiC Informational Meeting – Oct. 8
- G. Teen Read Week – October 12-18 – “Turns Dreams into Reality” Career panel
- H. Program – Paranormal – Oct. 20
- I. Program – Job Search Resources on the Internet – Oct. 22

7. **SYSTEMS ADMINISTRATOR’S REPORT: Marilyn Mullen**

- A. Joanne continues Four Season tech talks. “Appy hour”
- B. Purchased Chrome book
- C. Joanne and Jan presented program at Elms of slides of NJ places.

8. **PRESIDENT’S REPORT: Kirstie Venanzi**

- Review “Annual Calendar of Events” September and October
1. September – review attorney contract; audit contract done
 2. October - Nomination and Election Committee – nominations for replacements. Personnel Committee issues Board of Director eval; Secretary submits quarterly attendance report

9. **REPRESENTATIVE’S REPORTS**

- A. Mayor’s Representative: Jay Taylor - excused
- B. Chief School Administrator Representative: Ash Hadap
Ash welcomed to the Board. He reported that plans for new

library were presented to the school staff. An architect has been consulted for plans for the school library space once the Public Library vacates the space.

- C. Friends of the Cranbury Public Library: Marilyn Mullen
On hiatus for three years.
- D. Foundation: Kirstie
 - 1. Large anonymous donation - \$330,000 - A total of \$1.83 million now
 - 2. Andre suggested laddered CDs instead of saving money in a Money Market to gather better returns on interest of the donations.
 - 3. New library drawings presented to the Board of Education in August.

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
- New tech plan reviewed.
- D. Nomination and Election Committee: Hal Rourke, Andre Mento, Richard Burke
- Hal will contact two people who are interested in sitting on the board.
- E. Special - Facilities Development Committee/Task Force: Kirstie Venanzi, Andre Mento, David Fletcher
- Hosting the meeting on Sept. 30. Architect will be present.
- F. Public Relations Committee: Andre Mento, Hal Rourke and Richard Burke
- Plans for placemats for Teddy's. Hal noted that the points on the mat should be items that the new library will offer that aren't offered now by the current library, such as space to relax and large meeting rooms.

11. **OLD BUSINESS**

None

12. **NEW BUSINESS**

- A. Trustee Institute/Training – Rick will attend.
- B. Donation box rededicated to foundation – over \$500 so far this year has been donated.
- C. Printer activity – Discussion on use of public printer by patrons; policy changed to a limit of 50 copies a day effective October 1.
MOTION: Ashish 2nd: Hal Approved.

13. **CORRESPONDENCE**

- A. Per capita state aid - \$1646
- B. NAMI award will be presented to Pat Demurs, Foundation board member

14. **OPEN DISCUSSION PERIOD**

15. **ADJOURNMENT AT 8:55 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